

Policy No. 1 – Stanley Code of Conduct

Stanley, all members of Stanley and the Stanley community have responsibilities in creating and maintaining a safe, non-threatening and respectful work environment. In particular, each person will be bound by the following specific provisions.

Conduct Toward Others

I will demonstrate respect for the dignity and individuality of all persons by: promoting an environment that is free of any form of harassment or discrimination, refusing to tolerate verbal or physical abuse or the threat of abuse, refraining from behaviours that interfere with or disrupt the working, living or learning life of others, treating confidential information appropriately and by encouraging others to feel welcome and safe.

Personal Conduct

I will demonstrate a high standard of personal conduct at Stanley and in other activities related to Stanley by: upholding the law, refraining from behaviour that would bring Stanley into disrepute, not engaging in inappropriate sexual behavior, refraining from inappropriate possession or consumption, or functioning under the influence of any intoxicating substance, being reliable in my commitment to participate in work and related activities, refraining from the use of a position of trust to receive special benefits or consideration, financial or material gain for myself or others, appropriately using any real or perceived position of authority consistently, practicing honesty in my work life, supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our work environment.

Conduct Toward Property

I will respect Stanley assets and the property of others by working to create an environment that treats these assets with respect and does not condone: theft, vandalism or damage of property unauthorized use or entry to any space or property violation of civil or criminal statutes.

Awareness of Work Community Responsibility

I will practice integrity by supporting others in adherence to this Code of Conduct by: recognizing how this policy is connected with a number of other policies, guidelines and provincial and federal legislation, taking responsibility for learning how related legislation, policies and procedures apply to my situation

Contraventions of the Code

Depending on the severity of the contravention, a Stanley employee can be terminated, suspended without pay or warned.

COMMUNICATION, EDUCATION AND TRAINING

All employees are trained in the Code of Conduct (including the Workplace Harassment and Violence) as part of their orientation and then yearly on an ongoing basis through each performance review. Further to this, they are then required to sign off on a statement like this: "I will actively follow and support the Stanley Code of Conduct. I have taken specific notice of the Workplace of respect, free from harassment and abuse." Workplace Violence policy and procedures.

WHO APPROVED THIS POLICY

The President of Stanley has approved this Policy on May 29th, 2015.

WHO IS RESPONSIBLE FOR THIS POLICY

All employees of Stanley must conduct themselves within the limits and for the purposes of this policy.

WHO IS DIRECTLY AFFECTED BY THIS POLICY

This policy applies to all Stanley employees.