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R.M. of Leask No. 464 TITLE: Employee Code of Conduct Policy	COUNCIL APPROVAL DATE:	March 8, 2023	
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Table of Contents

Section 1 -Principals	Page 1
Section 2 -Purpose	Page 2
Section 3 -Application of Code	Page 2
Section 4 -Definitions	Page 2
Section 5 -Employee Obligations	Page 4
Section 6 -Support for Democratic Process	Page 5
Section 7 -Integrity Requirements	Page 5
Section 8 -Acceptance of Gifts	Page 6
Section 9 -Use of Municipal Property	Page 6
Section 10 -Outside Employment and Volunteer Work	Page 7
Section 11 -Respectful Workplace Requirements	Page 7
Section 12 -Alcohol and Drug Use	Page 8
Section 13 -Whistle Blowing	Page 9
Section 14 -Administration	Page 9
Section 15 -Regulatory Bodies and Reporting	Page 12
Section 16 -Drug, Alcohol or Substance Addiction	Page 12
Section 17 -Discipline and Post-Violation Return to Duty	Page 15
Section 18 – Acknowledgement and Declaration	Page 16

1.0 PRINCIPALS

RM of Leask employees shall observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest’s conflict, or appear to conflict, with the interests of the municipality, in the conduct of their duties of employment, and in their dealings with persons doing or seeking to do business with the municipality.

Employees shall conduct themselves with integrity at all times.

Employees shall not engage in any conduct or activity that contravenes RM Bylaws or any law in force in Saskatchewan which might result in any of the following:

- (a) Detrimental effects on the RM’s reputation;
- (b) The employee being unable to properly perform his or her employment responsibilities;
- (c) Other employees refusing or being reluctant to work with the employee; or
- (d) Circumstances that would otherwise inhibit the municipality’s ability to efficiently manage and direct its operations.

2.0 PURPOSE

This Code of Conduct is intended to:

- (a) provide an understanding of the rights, privileges and obligations of municipal employees;
- (b) protect the public interest;
- (c) provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- (d) set out the corrective measures for unethical conduct.

This Code is not an exhaustive guide to conduct or any other matter addressed herein, however it is intended to prompt employees to ask the right questions of themselves and to seek guidance where those questions arise.

This Code is not intended to replace the use of common sense, personal ethics or morals.

3.0 APPLICABILITY OF CODE

This Employee Code of Conduct applies to all municipal employees in their dealings amongst themselves, with Members of Council, and with members of the public – including all ratepayers, clients, contractors, vendors and suppliers.

This Code further governs the actions of all employees of the RM of Leask while in the workplace and performing the duties of their jobs or acting on behalf of the Municipality.

Actions taken by employees outside their employment are not governed by this Employee Code of Conduct unless such actions have the effect of adversely affecting the public reputation of the Municipality. Accordingly, no employee should communicate to any member of the public their opinion on matters coming before Council, their opposition to municipal decisions, policies or procedures, or on any other municipal employee. Employees should take note of the fact no municipal employee represents the municipality outside of work hours and should refrain from conducting municipal business while not on the job. Employees should take particular care in the use of social media.

4.0 DEFINITIONS

The following definitions shall apply to this Policy:

- (a) “Confidential information” includes information in the possession of the municipality that the municipality is either prohibited from disclosing under the rules of *The Municipalities Act* or other legislation, or is required to refuse to disclose under *The Local Authority Freedom of Information and Protection of Privacy Act*, or other legislation or under any legal proceeding.
- (b) “Decorum” means propriety and good taste in conduct or appearance.
- (c) “Employee(s)” means direct employees of the RM of Leask whether full-time, part-time, contract (including employees of staffing agencies) or casual (including students and volunteer).
- (d) “Frivolous and Vexations” means both not having any serious purpose or value and being annoying or harassing.
- (e) “Harassment” is any objectionable conduct, comment or display by a person that:

- a. is directed at an employee or Council/Committee member, ratepayer, or other person in receipt of programs or of the RM;
 - b. which constitutes a threat to the mental and/or physical health or safety of the worker, and may (does not necessarily) include:
 - i. comments made on the basis of race, creed, color, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - ii. behaviours or actions which abuse or humiliate individuals and interfere with their work performance or create an intimidating or hostile working environment, including or may include comments, verbal abuse and unwelcome gestures, actions that invade privacy or personal property, spreading unfounded or misinformed rumors or deliberately spreading misinformation.
- (f) “Municipal Property” includes real property (such as land or interests in land), personal property (such as goods and equipment), and other property interests of any kind.
- (g) “Sexual Harassment” is any objectionable conduct, comment or display by a person that:
- a. endangers an individual(s) continued employment;
 - b. negatively affects an individual(s) work performance;
 - c. creates an employment consequence which undermines the harassed person(s) job security, job status or potential for promotion;
 - d. creates an offensive working environment or interferes with job performance; or
 - e. undermines the individual(s) sense of personal dignity.

Sexual harassment may include, but is not limited to:

- a. demand for sexual favors from an Employee by a person in a position of authority or trust;
- b. any indication by a person in a position of authority that sexual favors are a condition of employment or advancement in employment;
- c. any physical assault such as deliberate touching, grabbing, pushing or unsolicited physical contact including leaning over, pinching or patting particularly if the contact is with breasts, buttocks or genitals;
- d. repeated and unwanted sexual comments, suggestions which are found objectionable or offensive and cause discomfort on the job;
- e. persistent propositions, invitations or uninvited pressure for dates;
- f. gender-based insults and taunting;
- g. a display of suggestive pictures or other material;
- h. uninvited leering, telephone calls or other communications;

- i. leering or whistling; or
 - j. unwelcome inquiries and/or comments about a person’s sex life, sexuality or sexual orientation.
- (h) “Workplace” means any premises (whether owned by the Municipality or otherwise) where the business of the municipality is being transacted, including vehicles, conference centers, motels/hotels and/or restaurants.
- (i) “Wrongdoing” means any of the following actions taken by any Municipal Employee:
- a. A contravention of any Municipal Bylaw or policy, or any Act of Parliament or the Legislature of Saskatchewan, or of regulations made under any such Act, if the contravention relates to the official duty of the municipal Employee, or any public funds;
 - b. A misuse of municipal funds or municipal assets;
 - c. Gross mismanagement of a municipal project undertaking;
 - d. An act or omission that creates a substantial and specific danger to the life, health or safety of persons or to the environment; and
 - e. Taking any act of reprisal against a Municipal Employee who has disclosed a wrongdoing.

5.0 EMPLOYEE OBLIGATIONS

RM Employees shall know the contents of and comply with this Code of Conduct.

All Employees shall:

- (a) Disclose breaches of the Code immediately, whether they are committed by ourselves or a co-worker.
- (b) Cooperate fully with investigations into alleged wrongdoing.
- (c) Understand the breaches of the Code shall be subject to disciplinary action, up to and including termination.
- (d) Make observance of the Code part of their daily work and review the Code as part of annual performance reviews.
- (e) NOT retaliate against anyone who has come forward with a complaint or is a witness to a complaint.

Employees have a responsibility to request an interpretation of the Code from the municipality’s senior administrative official (the Administrator) or Municipal Solicitor if they are unsure whether their behaviour, circumstance, or interests contravene the Code.

6.0 SUPPORT FOR DEMOCRATIC PROCESS

6.1 Democratic Prerogatives of Council

Employees shall at all times conduct themselves in a manner mindful of the fact that the RM's Council is the elected voice of the citizens of the Municipality and shall respect the decisions of Council.

Staff shall conduct themselves with decorum at Council meetings in accordance with the provisions of the Municipal Procedural Bylaw. Respect for delegates, for Council members and staff requires that all employees show courtesy and not distract from the business of Council during presentations and when other members have the floor. Staff may offer advice, comments or suggestions; that are accurate, respectful and suitably relate to the topic at hand.

Employees shall remain neutral in responding to Council and to individual Councillors providing the same level of service, information and response to all requests regardless of who should make them. This is not intended to prevent individual employees from having conversations with Council members or maintaining relationships outside of work. However, while on the job, all information concerning Municipal business shall be shared equally.

Employees shall at all times be honest in their dealings with the RM and with Council.

6.2 Transparency and Communication

As public servants, employees are accountable for their actions and that accountability is ensured by transparency.

Subject to restrictions set forth in this policy and intended to respect Council's prerogatives, employees must be open and honest in dealing with supervisors, the public and Council when discharging their job duties.

Employees shall not claim to speak on behalf of the Municipality unless they have been authorized to do so. No employee shall make a statement to a member of the public intended to convey the employee's personal opinion on a municipal matter.

Statements made about municipal policy and Council decisions shall at all times be honest and accurate. No employee shall make a statement with the intent to mislead anyone including Council members, fellow staff members, the media or the public.

7.0 INTEGRITY REQUIREMENTS

7.1 Confidentiality

Each Municipal Employee shall hold in strict confidence all confidential information acquired in the course of his or her employment with the municipality.

Without restricting the foregoing, it is a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and this not available to the public to:

- (a) further, or seek to further, his or her private interests or those of his or her family; or
- (b) seek to improperly further another person's private interests.

7.2 Use of Influence

The RM strives to ensure fairness and objectivity in its decision-making process.

It is accordingly a breach of Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- (a) further, or seek to further, his or her private interests or those of his or her family; or
- (b) seek to improperly further another person's private interests.

As public servants, employees are required to perform their jobs with only the RM's best interests in mind. Employees shall do their jobs without bias, without favor, without consideration of personal interests or the interests of family and friends, and without allowing any outside interests to conflict with their obligation to the RM.

7.3 Conflict of Interest

A conflict of interest occurs when in during the performance of an employee's duties, the employee is called upon to deal with a matter in which the employee has a direct or indirect personal and/or financial interest.

Where such a conflict should arise or be about to arise, the employee shall immediately inform their supervisor and shall remove themselves from participating in any way decisions that might affect, or might be seen to affect, the employee, their family or friend, any business in which the employee or their family or friends may have an interest or the interests of other groups or organizations in which they participate or are members of.

7.4 Nepotism

An employee's immediate family may work for the RM provided that no family member shall directly supervise another and that appropriate measures are taken to ensure that there is no opportunity to exercise favoritism.

8.0 ACCEPTANCE OF GIFTS

An employee shall not accept monetary gifts, favors or service from an individual, organization or corporation in excess of \$50.00, other than the normal exchange of gifts between persons doing business together. For these purposes, a fee or advance paid to or a gift or benefit provided with the employee's knowledge to an employee's spouse, child or parent is deemed to be a gift to that member.

9.0 USE OF MUNICIPAL PROPERTY

Municipal property, facilities, services, information or assets are to be utilized by employees only for municipal purposes, unless that municipal property is generally available to the public and is being used by the employee in that capacity like any other member of the public (i.e. using a Municipal park or other facility for recreational purposes).

This general rule is subject to the following exceptions

- (a) If personal use of the Municipal property is provided as part of the employment or duties and the personal use is:
 - a. approved by Council;

- b. contained in an official job description;
 - c. within an employment agreement; or
- (b) If the use of Municipal property consists of the personal use of telephones, internet, computers, fax machines, cell phones, or photocopiers and all of the following requirements are satisfied:
- a. use does not cause any additional expenses to the Municipality (i.e. there is full reimbursement of any charges);
 - b. use is not excessive having regard to the circumstances;
 - c. use does not have a negative overall impact on Employee productivity; and
 - d. use does not interfere with the normal operation of the municipality or negatively impacts other employees.

10.0 OUTSIDE EMPLOYMENT AND VOLUNTEER WORK

Employees shall not engage in other employment or volunteer work which:

- (a) conflicts with Municipal work hours;
- (b) interferes with the efficient performance of employee duties;
- (c) competes with Municipal services; or
- (d) creates a real or perceived conflict of interest with Municipal duties.

11.0 RESPECTFUL WORKPLACE REQUIREMENTS

Employees are expected to promote a healthy, safe and caring work environment.

Employees shall not make comments that are defamatory in nature about the Municipality, Council, individual council members or co-workers.

Employees shall not engage in disrespectful or discriminatory behavior, either verbal or physical toward fellow employees, council members, ratepayers, vendors or any other persons that the employee encounters in the course of employment with the municipality. More particularly:

- (a) Employees shall not engage in any discrimination prohibited by *The Saskatchewan Human Rights Code* while at work or otherwise engaged in their job duties.
- (b) Employees shall not engage in harassment, sexual harassment or personal harassment while at work or otherwise engaged in their job activities.

12.0 ALCOHOL AND DRUG USE

12.1 Employee Responsibility

Each Employee has the responsibility to:

- (a) report to work fit for duty, capable of performing their tasks productively and safely;
- (b) understand and comply with alcohol and drug prohibitions;
- (c) use medication responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects; and
- (d) encourage peers or co-workers to seek help when there is a potential breach of this policy.

12.2 Prohibitions

During working hours, whether on the RM's premises or while conducting employment-related activities off the RM's premises, including during meal periods, scheduled breaks, social events sponsored by the RM (unless otherwise indicated), and on-call shifts, no employee shall:

- (a) use, consume, possess, distribute, sell or be under the influence of illicit drugs;
- (b) use, consume, possess, distribute, sell or be under the influence of restricted Drugs;
- (c) use, consume, possess, distribute, sell or be under the influence of alcohol, unless authorized by the Municipality for a specific limited purpose;
- (d) use, consume, possess, distribute, sell or be under the influence of any other intoxicants, whether a controlled or uncontrolled substance; or
- (e) possess, use or offer for sale drug paraphernalia.

An Employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale illicit drugs, restricted drugs or other intoxicants while in care and control of or responsible for any of the RM vehicles or equipment, or while using the employee's vehicle for work-related purposes.

If an Employee is called to work (a call out), whether formally designated as on call or not, after regular working hours to perform work-related duties and has been consuming alcohol or using drugs or other intoxicants, it is the employee's responsibility to

- (a) decline the call out;
- (b) ensure that he or she does not perform any employment duties, including operate a motor vehicle, while under the influence of alcohol, illicit drugs, restricted drugs, medication or any other intoxicant or substance, if impairment has resulted;
- (c) notify the employee's supervisor of the circumstances immediately; and
- (d) confirm directly or through the employee's supervisor that a responsible employee who is not under the influence of alcohol, drugs, or intoxicants will perform the required task.

12.3 Medications and Medical Marijuana

The legal use of prescription medications is permitted at work providing they do not impair the Employees' ability to perform their work effectively and in a safe manner.

If a medication including Medical Marijuana has been prescribed that causes impairment, the Employee must disclose that medication, the side effects and the treatment plan to Human Resources Committee. A diagnosis does not need to be provided.

The RM is committed to accommodating an Employee's necessary use of Prescription Medications to the extent reasonably possible without undue hardship.

13.0 WHISTLE BLOWING

Disciplinary action shall not be taken against a Municipal Employee by reason where the Employee has, in good faith, engaged in opposition to a Municipal Initiative or has disclosed a wrongdoing in the following:

Where an Employee is concerned that Wrongdoing has occurred or is about to occur, it is essential that disclosure thereof be reported to the appropriate law enforcement or other official who has been entrusted with responsibility for monitoring and combating wrongdoing such as:

- (a) To a police officer or other law enforcement official;
- (b) To the Reeve and Council of the Municipality;
- (c) To the Administrator of the Municipality;
- (d) To the direct Supervisor of the Municipality;
- (e) To the Auditors of the Municipality; or
- (f) To the Municipal Solicitor.

Any Councillor or Employee who receives an allegation of wrongdoing from any individual shall consult with the Administrator and/or Municipal Solicitor to determine what kind of response is appropriate to the particular allegation.

14.0 ADMINISTRATION

14.1 General Principals

The RM of Leask is committed to sustaining a positive work environment in which employees work constructively together. It is the intention of the RM to resolve any conflict or complaint quickly, fairly and without reprisal thereby improving communication and understanding between employees; and between employees and their supervisor.

Employees who are experiencing a work-related conflict or complaints are encouraged where circumstances permit to resolve the matter through informal discussions with their supervisor.

14.2 Self Reporting

Where an employee is or suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must fully disclose the specifics of the conflict or potential in writing to:

- (a) his or her direct supervisor, in the case of any employee; or
- (b) the Administrator; or
- (c) a Council Member.

The disclosure should include a detailed description of the conflict or potential conflict.

14.3 Complaints

Where anyone considers that a RM employee has breached this Code of Conduct, they may provide a written complaint to the Administrator (or where the complaint relates to the conduct of the Administrator, to the Reeve), and where appropriate include supporting evidence in support of the complaint.

Unsigned and/or anonymous complaints will not be recognized or acted upon. These complaints are considered frivolous and vexatious by the Administrator and will not be subjected to the costs of investigation.

14.4 Procedure on Receipt

Where a disclosure or complaint is made, the matter will be treated seriously and to the extent possible, in confidence. The disclosure or complaint shall be reviewed by the person receiving any disclosure or complaint within 24 hours. Unless the disclosure or complaint relates to conduct of the Administrator, the Administrator shall be involved in the review.

Upon receipt of a complaint, the complainant should receive confirmation of receipt. Following review, the complainant should be advised that a review has been conducted. The complainant should, in appropriate circumstances, be informed that further investigation and other processes will, to the extent possible, be respectful of confidentiality, but that it may be that the process will require that the complaint, the identity of the complainant or other information be disclosed to the employee, council and other persons or organizations.

14.5 Counselling

Where a disclosure is received from an employee or a complaint is made, and the matter relates to a prospective breach of this Code (no breach has yet occurred), the employee shall be counselled by his or her supervisor or the Administrator in an effect to avoid a breach of the Code.

Where a complaint has been received and it is determined that a breach of this Code of a minor nature has occurred, the employee shall be counselled by his or her supervisor or the Administrator and appropriate corrective measures shall be taken. A record of the complaint, the counselling and the corrective measures shall be recorded on the employee's employment file. There shall be no requirement to report that matter further to council. Any complaint shall be informed that the matter was raised, and that corrective action has been taken.

Violations of the Drug and Alcohol provisions of this Code are at all times breaches of a serious nature.

14.6 Investigation

Where a disclosure of complaint is received and upon review appears to relate to a more serious breach of this Code of Conduct, the Administrator may conduct the necessary investigation, or may instead retain professional assistance to investigate. A written report, setting forth the results of the investigation shall be prepared and reviewed by the Administrator.

Where an investigation is warranted, and the Administrator should consider it appropriate to protect the complainant, appropriate interim measures may be taken by the Administrator, including altering work arrangements or placing the employee under investigation or administrative leave.

Following receipt of an investigation report, the Administrator shall, if there is determined to be no breach, inform the employee and any complainant. If there is determined to be a breach, corrective action will be undertaken.

14.7 Corrective Action

The factors to be considered in determining the seriousness of the breach and of any corrective action shall be as follows:

- (a) Whether the conduct was intentional or inadvertent;
- (b) The order of magnitude of the impact, on the RM and on any complainant;
- (c) Whether the conduct was repeated or persistent or exhibits a pattern of behaviour;
- (d) Whether the employee has demonstrated sincere remorse for the situation and a willingness to change their behavior; and
- (e) The employee's disciplinary record.

Where, following investigation, it is determined that a less serious breach of the Code has occurred, the Administrator may endeavor to resolve any interpersonal issues by way of discussion or mediation between the employee and the complainant, and where applicable, Council, if the participants are willing to participate. If the issue can be resolved, no further action will be required aside from mention in the form of a report to Council.

The RM acknowledges its responsibility to assist and accommodate Employees suffering from illness/addiction to alcohol or drugs to the extent reasonably possible without undue hardship. Corrective action will be guided by the principals set forth below.

Where a matter is of a serious nature, and the Administrator considers it appropriate to refer the matter to Council for consideration, reports and communications shall be received by Council who will ultimately discuss the contents in closed session. If required, a vote on the necessary action will then be made in open session.

Where an employee has been found to have violated this Employee Code of Conduct or has failed to disclose a conflict or potential conflict, the RM may take one or some of the following disciplinary actions depending on the seriousness of the conduct

- (a) disciplinary letter, copy to be placed in the employee's file;
- (b) employee training;

(c) short-term suspension;

(d) Long-term suspension.

Where a violation is serious, or the employee has been the subject of other disciplinary action in the past, consultation with a solicitor will occur and termination of the employee may occur.

Where the violation relates to or arises from interpersonal action, the corrective action taken shall consider the reasonable and legitimate needs of the person adversely affected to feel safe and valued in the workplace.

15.0 REGULATORY BODIES AND REPORTING

15.1 Advise Complainant of Rights

Whenever a complaint is received respecting prohibited discrimination, or harassment (including sexual harassment), nothing in this Code is intended to in any way restrict the complaint from filing a complaint pursuant to *The Saskatchewan Human Rights Code* or *The Saskatchewan Employment Act*, or the police, or any other step provided for by law. Each complainant should be informed of this provision at the time a complaint is made.

15.2 Self Reporting

Where a serious breach has occurred, the matter shall be referred to the municipal solicitor for advice, following which, if required by law, or otherwise required in the interests of the municipality, the matter shall be self-reported by the RM to the appropriate governmental authority.

16.0 DRUG, ALCOHOL OR SUBSTANCE ADDICTION

16.1 Support for Treatment

The RM acknowledges its responsibility to assist and accommodate employees suffering from illness/addiction to alcohol or drugs to the extent reasonably possible without undue hardship.

An employee suffering from drug, alcohol or other substance addictions are required to disclose the addiction to their supervisor.

Employees who are concerned that a fellow employee may be suffering from a drug or alcohol addiction are strongly encouraged to report their concerns to a supervisor.

If an employee neglects or refuses to disclose such a condition to the RM, the RM will be forced to deal with breaches of this policy assuming that the employee is not suffering from an addiction or illness related to drugs and alcohol but has simply disregarded the policy, in which case immediate action will be taken.

Seeking voluntary assistance for drug and alcohol addiction will not jeopardize an employee's employment with the RM, so long as the employee continues to cooperate and seek appropriate treatment for their disclosure problem and is able to treat and control the problem to facilitate a safe return to work within the reasonably foreseeable future.

The Employee may utilize any accrued/earned sick leave when attending rehabilitation for drug, alcohol or other intoxicant addictions.

Employees suffering from drug, alcohol or other intoxicant addiction who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

When an employee returns to work following a disclosure that the employee suffers from a drug, alcohol or other intoxicant dependency and subsequent treatment, the RM may require the employee to undergo a return-to-work test. Further random unannounced return-to-work testing may be required for up to one year after the employee returns to work.

16.2 Return to Work Following Drug and Alcohol Treatment

The RM reserves the right to conduct testing for the presence of drug and alcohol when it has reasonable cause to believe that the actions, appearance or conduct of an Employee while on duty is indicative of the use of drugs, alcohol or other intoxicants. While the RM reserves this right for all its employees, employees should understand that the necessary threshold to establish reasonable cause in the eyes of the Employer will be lower for employees in safety sensitive positions given the potential consequences involved.

The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:

- (a) Observed use or evidence of drugs or alcohol (i.e. smell of alcohol);
- (b) Erratic or atypical behaviour of the employee;
- (c) Involvement in an accident or a near miss;
- (d) Changes in physical appearance of the Employee;
- (e) Changes in the behaviour of the Employee;
- (f) Changes in speech patterns of the Employee;
- (g) Discovery of intoxicants, drugs, alcohol or related paraphernalia found in locations to which an employee has sole or primary access, including employee lockers, assigned vehicles; or
- (h) Involvement in a significant incident.

The RM may conduct reasonable cause testing upon receipt of a credible complaint or concern by a co-worker or third party that an Employee may be using drugs, alcohol or other substances contrary to this policy. Records of the complaint must be retained but shall remain confidential.

In all situations where the RM believes an employee is unfit to be at the workplace, the employee will be escorted home.

All tests shall be conducted respectfully and, in a manner to minimize the intrusive nature of tests. The RM will arrange for the alcohol and drug testing to be undertaken. The process is to be completed as soon as possible after the circumstance giving rise to the decision to test.

Any testing undertaken pursuant to this Policy, including analysis of results, shall be performed by a qualified professional. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory.

Testing will be performed in compliance with the testing procedures as defined by the drug and/or alcohol testing facility. Positive test results shall be reviewed and verified by a physician to confirm if a drug or alcohol dependency exists.

The RM will store test results in a secure location with access restricted to the Administrator or their designate and access being provided upon request to anyone demonstrating a need for access to test results.

Test results will not be disclosed to third parties without prior written consent of the employee, except where otherwise required by law.

Refusal to submit to drug, alcohol, intoxicant testing, failing to report for drug, alcohol or other intoxicant testing, tampering or attempting to tamper with test sample, assisting with tampering or attempting to assist in the tampering of a test sample, will be deemed to be a positive test result, resulting in the employee being subject to disciplinary action, including termination for just cause.

16.3 Test Levels

For the purpose of this Code, the following levels shall govern:

(a) Drug panel, Urine Screening Cut-off Concentration Levels – a test result at these levels or above is a positive test:

- a. Amphetamine 500 ng/ml
- b. Cocaine metabolite 150 ng/ml
- c. Cannabinoids 50 ng/ml
- d. Opiates 2000 ng/ml
- e. MDMA 500 ng/ml
- f. Phencyclidine 25 ng/ml
- g. 6-Acetylmorphine 10 ng/ml
- h. Marijuana metabolite 50 ng/ml.

(b) Confirmation Urine Drug Concentration Levels – a test result at these levels or above is a positive test:

- a. Amphetamine
- b. Methamphetamine 250 ng/ml 205 ng/ml
- c. Cocaine metabolite 100 ng/ml
- d. Codeine 2000 ng/ml
- e. Morphine 2000 ng/ml
- f. MDMA 250 ng/ml
- g. MDA 250 ng/ml
- h. MDEA 250 ng/ml
- i. Phencyclidine 25 ng/ml
- j. 6-Acetylmorphine 10 mg/ml
- k. Marijuana metabolite 15 ng/ml.

16.4.1 An Alcohol Level equal to or in excess of 0.040 grams per 210 litres of breath is a positive test.

17.0 DISCIPLINE AND POST-VIOLATION RETURN TO DUTY

- 17.1 Any Employee violating the Drug and Alcohol provisions of this Code who is subsequently authorized and accepted by the Employer to return to the workplace shall receive a Return-to-Work Letter outlining conditions of the return to the workplace which will normally include (without limiting the generality of the foregoing) the following:
- (a) Requirement to continue treatment, counselling and assistance programs or procedures recommended by the Employee's advising physician or addiction councillor;
 - (b) Express obligations to immediately cease performance of duties and notify a supervisor in the event the Employee finds themselves under the influence at any time during work hours following a return to workplace;
 - (c) Requirement to provide written medical confirmation that the Employee has any condition under control and is able to safely return to the workplace without danger to the Employee or to others;
 - (d) Requirement to provide reasonable regular updates to the Employee's physician or addiction councillor that the Employee continues to follow recommended treatment programs and continues to be fit for duty without danger to themselves or others;
 - (e) An express warning to the Employee that future violations of the policy will lead to further discipline and serious consideration of immediate termination for just cause;
 - (f) A request to complete a return-to-work test;
 - (g) Further random, unannounced return-to-work testing may be required for up to one year after the employee returns to work.
- 17.2 Employees suffering from drug, alcohol or other intoxicant addiction who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

18.0 ACKNOWLEDGEMENT AND DECLARATION

RM OF LEASK EMPLOYEE CODE OF CONDUCT POLICY ACKNOWLEDGEMENT AND DECLARATION FORM

I, _____, an employee of the RM of Leask acknowledge that I have been provided with a copy of the RM of Leask Employee Code of Conduct Policy (the “Policy”) and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature