

<b>Policy Title:</b>	Code of Conduct - Employees		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 30, 2020	<b>Effective date:</b>	April 30, 2020
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	April 30, 2020
<b>Date of Mandatory Review (expiry date)</b>	April 2025	<b>Date of last revision of Procedures</b>	April 30, 2020

## 1 POLICY

1. Employees are to conduct themselves in a respectful, courteous and professional manner in accordance with CMCC's Vision, Mission, and Core Values to contribute to a positive work environment and promote a safe and healthy workplace. This extends to interactions with each other, clients, visitors, patients, and students.
2. Employees are to contribute to and maintain a workplace that is fair, inclusive, and free from all forms of discrimination and harassment.

## 2 PURPOSE

To provide guidelines for acceptable conduct and behaviour for the orderly operation of the institution, for the benefit and protection of the rights and safety of employees, and for the protection of CMCC's assets.

## 3 SCOPE

All employees.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*
- *Bill 168 Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*
- *Canadian Human Rights Act (R.S.C., 1985, c. H-6)*

## 5 RELATED POLICIES (not a comprehensive list)

- Diversity and Equal Opportunity
- Sexual Violence, Assault and Harassment
- Workplace Violence and Harassment

## 6 DEFINITIONS

CMCC's Core Values:

**Communication:** We recognize that communication is an integral part of work life at CMCC. We encourage and foster a learning environment to stimulate the exchange of information and knowledge. We value and support teamwork, cooperation, and timely communications.

**Accountability:** We are individually and collectively responsible to our students, patients, colleagues and stakeholders for our actions and decisions. We are honest, trustworthy, reliable, dependable and punctual in all workplace activities. We respect and comply with all CMCC policies, procedures and guidelines. We agree to observe and abide by business and professional ethics.

**Respect:** We respect every individual; treat each other in a fair and respectful way; show a positive and helpful attitude towards others. We are courteous and professional in dealing with students, co-workers, patients, visitors, customers and suppliers. We value diversity in the workplace and all persons shall be treated with dignity and respect. We observe zero-tolerance toward any forms of harassment and/or violence against any member of the institution in the workplace.

**Excellence:** We are committed to the highest standards of quality and exceptional performance at all times and the pursuit of innovation. We strive to create a positive culture that supports a safe and healthy workplace of choice.

**CMCC's Mission:** Deliver world class chiropractic education, research and patient care

**CMCC's Vision:** An academic institution recognized for creating leaders in spinal health

**Discrimination** is any negative action or decision made towards an individual or group based on any reason as defined in the Canadian Human Rights Act. Grounds for discrimination can include race, colour, national origin, religion, creed, sex, age, physical, mental or developmental disability, marital status, sexual orientation, or political ideology.

<p><b>New Policy Approved (date):</b></p> <p><b>Policy Revision History (dates):</b> August 1, 1989 August 1, 1992 January 2003 December 13, 2011 April 30, 2020</p>
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-----**END OF POLICY**-----

## **7 PROCEDURES**

1. Managers are to counsel employees promptly when their conduct or behaviour is inconsistent with the intent of this policy.
2. Collaboration with HR is encouraged when appropriate or necessary.
3. Each employee is to comply with this policy and all rules of conduct that are normally accepted as standard in a business enterprise of higher education.

<p><b>New Procedure Approved (date):</b></p> <p><b>Procedure Revision History (dates):</b></p>
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(same as Policy Approval above)  
April 30, 2020

**8 ATTACHMENTS**

None