

Policy & Procedure Manual

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**EMPLOYEE CONDUCT – HR-III-11**

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**POLICY:**

The goodwill of our people supported, their families and their visitors is very important in determining OPTIONS' reputation throughout the community. Employees are an extremely important part of the OPTIONS team in maintaining this goodwill. No matter where the employee works at OPTIONS, their actions, appearance and loyalty whether at or away from work, are a reflection of the Agency. Employees should, therefore, always strive to maintain a high standard of conduct and a co-operative attitude towards the public, people supported and other employees.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

