

**Township of Schreiber  
Policy Statement G-2001-12**

**CODE OF CONDUCT**

This policy applies to all Employees, Members of Council, and volunteers. It is the desire of the Township to provide a positive work environment in which employees, members of Council and volunteers (hereinafter referred to as 'staff') can contribute to a productive and professional atmosphere.

**GUIDELINES:**

1. Staff is expected to conduct themselves in a friendly, courteous and professional manner. This means treating all others in a fair, respectful and impartial manner. This includes other staff, members of the public, suppliers and visitors.
2. Staff is expected to show a positive and helpful attitude, to be honest, trustworthy, reliable, dependable and punctual in Township activities.
3. Staff is expected to hold in strict confidence, all information of a confidential nature acquired in the course of his/her employment with the Township.
4. Staff is expected to behave in a manner appropriate to the circumstances while off duty and attending a Township function or visiting a work site.
5. Staff is expected to respect and comply with all Township policies, procedures and guidelines.
6. Staff is expected to avoid situations in which they have a personal interest. When a staff member believes that he/she may be in a position of conflict of interest, the employee should disclose this to the department head, and refrain from exercising his/her authority relevant to the conflict until duly authorized.

June, 2001  
By-law 23-2001