



Policy No.: F&E/001-01-2014

Policy Title: Code of Conduct Policy
Policy Group: Administration – Facilities & Equipment
Employee Group: All Users

1.0 PURPOSE:

- 1.1 The Town of Faro is committed to providing a safe environment for all members of the public and employees that use and work in the Town of Faro public buildings. Inappropriate, aggressive or abusive behaviour will not be tolerated and may result in the suspension of privileges and/ or duties.
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2.0 POLICY:

2.1 Safe and Appropriate behavior includes:

- a. Treatment of everyone with courtesy and respect
 - b. Respectful use of facility and equipment
 - c. Adherence to all facility guidelines and rules
 - d. Activities and behaviour free from threat, humiliation, discrimination, violence, dishonesty, and offensive language
 - e. Awareness of procedures to comply with the safety of everyone
 - f. Bullying or harassment of the public or employees
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3.0 DISCIPLINARY ACTIONS:

- 3.1 Breach of this Code of Conduct shall result in disciplinary action that will suspend privileges and use of all facilities in the Town of Faro. The disciplinary action is as follows:

- a. First time incident – 3 days suspension of privileges
- b. Second time incident – 1 week suspension of privileges
- c. Third time incident – 2 weeks suspension of privileges

- 3.2 Any subsequent breach of this Code of Conduct will result in 1 month suspension of privileges

- 3.3 All disciplinary actions to be approved by CAO and/or Acting CAO.
 - 3.4 If at any time a person who has had his/her privileges suspended enters into a facility of the Town of Faro the suspension of privileges will be automatically doubled
 - 3.5 Thank you for thinking before acting or reacting, and for the use of the appropriate behaviour while at our facilities.
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RELATED DOCUMENTS:

January 15, 2014
Effective Date

Resolution# 14-001
Council Approval

January 14, 2014
Date Approved


Deborah Carreau, Deputy Mayor


Tom Lie, CAO