

# Behaviour Policy

## Purpose / Intent

The Alma Mater Society (AMS) expects all employees to perform their assigned duties to the best of their abilities and in the best interest of the AMS, fellow employees, customers, and stakeholders. Employees are expected to act with honesty and integrity in all matters related to the company's business. Employees must conduct themselves in a manner that is free from risk, harm or damage to themselves, other people, the AMS, or the property of the company or others.

## Terminology

Standards of Performance – The overarching collection of summarized policies that provide employees with a clear understanding of AMS expectations, as well as the consequences for failing to meet those expectations. Please note that the Standards of Performance is designed as a guideline for employee reference, not as an exhaustive list of potential infractions.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

## Policy

### 1. Guidelines

The employee's obligation is to be aware of all expectations set by the AMS with respect to behaviour, and all employees must conduct themselves professionally and appropriately in the workplace. Employees must adhere to, and fully comply with the Standards of Performance, service operating procedures, and all federal, provincial, and local laws.

### 2. Dress Code

Management is required to identify service specific dress code requirements at the beginning of the term. Employees must adhere to said policies.



Any employee that maintains regular, in-person meetings with parties external to the AMS are required to dress in a business casual manner. Examples of business casual attire include collared shirts (either dress or golf), khakis, slacks, skirts, dresses, dress or casual shoes, and sweaters.

In regular day-to-day activities, dress code may be causal, but consideration should be given to the fact that you are in a professional work environment.

### **3. Professional Work Environment**

All employees must recognize that the AMS is a professional work environment. As such, employees are expected to represent themselves and the organization appropriately and be mindful of potential interpretations of their actions. This includes the way they decorate their workspaces and how they present themselves in their attire. It is prudent that the values of respect, inclusivity, and anti-oppression are always upheld within our offices and services. As such, employees should exercise discretion in voicing and displaying potentially contentious political or social views at work. The AMS reserves the right to remove any decorations that may be deemed offensive.

Additional examples include, but are not limited to, the display of drug paraphernalia and/or inappropriate pictures that may be deemed offensive.

### **4. Examples of violations include, but are not limited to:**

- a. Failing to behave in a professional manner in the workplace;
- b. Reporting to work in an unfit condition to perform assigned work;
- c. Vandalizing fellow employee or AMS property;
- d. Destroying, losing, or misusing property;
- e. Initiating, participating, or attempting to engage in a physical or verbal altercation or assault;
- f. Stealing or attempting to steal, knowingly possessing stolen property, or being aware of theft without reporting it;
- g. Selling, buying or distributing AMS merchandise or services at other than the authorized prices without the authority of the Executive;
- h. Working off the clock; and



- i. Saying or doing something that is dishonest, untruthful, or intentionally misleading.
    - i. This includes providing information that is known to be untrue or inaccurate about an incident or an employee investigation.
    - j. Failing to perform assigned work after clocking in (Workplace Activity Policy)
- 5. Additional examples of violations that are specific to management include, but are not limited to:**
- a. Asking an employee to commit a fraudulent or illegal act;
  - b. Directing, allowing, suggesting, or asking an employee to take a meal period for less than thirty (30) minutes (or violating other applicable employment standards), to take the meal period later in their shift than permitted under provincial regulations, to work through a scheduled meal period or to miss a meal period;
  - c. Directing or allowing an employee to work off the clock;
  - d. Engaging in an inappropriate workplace relationship that compromises a manager's ability to exercise proper judgement or that gives the appearance of impropriety;
    - i. Management is expected to identify any conflicts of interest regarding their direct reports to their Executive and/or Human Resources Department;
    - ii. If it is unclear whether or not a conflict exists, management is encouraged to seek appropriate guidance. When in doubt, ask;
  - e. Assigning unsafe work to employees or being aware of unsafe working conditions without taking the appropriate preventative measures.

Managers should be aware that that they are in a position of leadership. As a result, employees may blindly follow guidance provided. Managers should be acting in the best interest of their employees at all times.



## Monitoring

Monitoring for compliance with this policy will be carried out by...

<b>Responsibility and/or contact person</b>	Human Resources Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	January 31, 2023
<b>Date last revised</b>	January 31, 2023
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	Progressive Discipline Policy & Procedures
<b>Policies superseded by this policy</b>	N/A