

Code of Conduct and Underlying Policies
2015 Actions - Highlights

Policy	Action	Purpose/Intended Outcome
Code of Conduct	Developed corporate campaign: - Highlighted each policy - Developed website accessible to all employees - Made videos for each policy - Developed tips, tools, FAQ's examples for each policy - Incorporated corporate values and behaviors - Highlighted where to ask questions	1. Increase awareness 2. Pose questions to provoke thought and discussion 3. Increase knowledge and understanding
Acceptable Use of Technology	Rewrote and Updated Policy	1. Bring the policy up to date
Social Media, Public Statements and Media Relations	Rewrote and Updated Policy	2. Bring the policy up to date
Environmental Policy	Applied for Canada's Greenest Employer Award	1. To recognize advancements and achievements in environmental sustainability
FOIP	- FOIP campaign: 'Everyone has a Right to Know' - Designed elearning module	1. Increase employee awareness 2. Increase employee knowledge and understanding
Respectful Workplace	Designed and delivered workshops to employees	1. Create awareness and understanding 2. To open up conversations in the workplace
OH&S	- Introduced reporting and tracking tool for use by all City employees (SDMS) - Trained all employees on the use of tool	1. To monitor and track safety issues 2. To implement actions to mitigate risk 3. To measure performance
Violence in the Workplace	Designed and introduced eModule on Workplace Violence, and conducted face to face workshops	1. Increase employee knowledge and understanding

