



Policy #OPER-02

EMPLOYEE CODE OF CONDUCT POLICY

Policy Objective: This policy is set forth to ensure Last Mountain Regional Landfill employees understand the principles, responsibilities and obligations of their employment in order to be treated fairly and in accordance with Saskatchewan Labour Standards.

Applies to: Landfill Operation Services

Responsibility: Last Mountain Regional Landfill Employees

Approved by Board: Date: January 27, 2021

Resolution #: 14/21

Review Date: January 2022

Policy:

1. Definitions

- a) **Landfill Business:** Any and all activities which employees engage in during the operation and management of the landfill site both on- and off-site in-person and via electronic means.

2. Purpose

This Code of Conduct is intended to:

- Outline the principles which the Last Mountain Regional Landfill employees must adhere to when conducting landfill business;
- Provide an understanding of the obligations of employees;
- Protect the public interest;
- Promote high ethical standards among landfill employees; and,
- Provide a means for employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.

3. Principles

The Last Mountain Regional Landfill (LMRL) Authority has committed to principles to provide the foundation of its business practices and standards:

Accountable

Employees are accountable to:

- the LMRL Authority, the ratepayers and the public.
- to government agencies who oversee the certification and monitoring of waste disposal sites.



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Responsible

Employees are responsible for:

- taking full responsibility for their actions, conduct and decisions.
- understanding and adhering to the policies and directives provided by the Authority.
- good stewardship of the resources assigned to or generated by the LMRL.
- recycling, diversion and reclamation of materials as directed by the Authority.
- being fiscally responsible with all financial transactions.
- maintaining a workplace free from harassment and discrimination.

Respectful and honest

Employees are:

- truthful and use the highest levels of integrity and fairness in dealing with each other, the employer, the public, ratepayers, service providers, monitoring agencies and any other contacts that occur while conducting landfill business.
- demonstrate a professional approach in all landfill business.

Safety

Employees:

- take care of themselves, their co-workers and neighbors.
- follow the rules and practices and don't engage in unsafe activities.

Forward-thinking and Solution-focused

Employees:

- should be aware of issues arising and communicate in a timely manner with the Administrator providing potential solutions to mitigate the issue if possible as issues will continue to crop up.

4. Conflict of Interest

Employees of the Last Mountain Regional Landfill must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration.

Employees must avoid situations in which their personal interest conflicts with, or appears to conflict with, the interests of the Authority in their dealings with persons doing or seeking to do business with the landfill.

Employees must not engage in any conduct or activity that contravenes with the landfill's policies or any law in force in Saskatchewan which might:

- Detrimentally affect the Authority's reputation;
- Make the employee unable to properly perform his or her employment responsibilities;
- Cause other employees to refuse or be reluctant to work with the employee; or
- Otherwise inhibit the Authority's ability to efficiently manage and direct its operations.

5. Responsibilities

The key to the Last Mountain Regional Landfill's success is creating trust and respect for each other in the workplace and for anyone entering the workplace as well as valuing the contributions of each employee.



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Employees

- Must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the landfill. Confidential information means information that is not part of the public domain and information designated by the authority as confidential, such as personal information, internal policies, items under legal proceedings, etc.
- Shall not use his or her position with the landfill or information obtained during landfill business to influence a decision of another person so as to further his or her private interests or those of his or her family.
- Perform all duties and obligations in line with landfill policies and procedures.
- Perform his or her duties in an impartial manner.
- Carry out all duties and obligations as instructed to do so by a board member or a superior co-worker.
- Shall not accept gifts, favours or services:
 - 1) that are personal in nature and which he or she will take personal possession; unless these gifts, favours or services are authorized by resolution of the authority; or
 - 2) unless these gifts, favours or services are given over to the authority for its control.
- Shall not use landfill owned equipment; including but not limited to, tools, equipment, implements, office and/or shop space without the consent and knowledge of the authority.
- Professional engage with customers as they are the reason we exist and are essential to our success.
- Shall maintain good relationships with suppliers.
- Work closely with government regulators and other agencies so that our business practices are lawful and properly certified.

Alcohol and Illegal Drugs

- Employees must maintain a workplace that is free from the effects of illegal use or misuse of drugs and alcohol. Such activities threaten our ability to serve our customers and compromises the safety of our employees.
- The Authority will not tolerate the sale, distribution, illegal use or misuse of drugs or alcohol while employees are engaged in landfill business or while working at the landfill site.
- All employees are subject to drug and alcohol testing in accordance with provincial and federal laws.
- If a prescription drug interferes with an employee's ability to perform his or her job, the employee must report this to the immediate supervisor.

Safety

- The safety of employees and the safe operation of equipment is always a primary goal.
- All employees, without exception, are responsible for ensuring that all operations are conducted safely.



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- Employees are expected to observe all safety rules, procedures and practices, and to follow instructions concerning safe and efficient work practices.
- Employees must immediately report any work-related accident, illness, or unsafe condition or practice to an appropriate supervisor or manager.

Scavenging

- Scavenging, or searching for something useful in discarded material (outside of management-directed and documented material mining operations) is unprofessional, unsafe, reduces productivity, and is prohibited. This includes scavenging on collection routes *or* at the disposal location.
- Remember at all times that every customer entrusts the Authority and its employees to ensure the security of materials brought for landfill and recycling. These include:
 - Documents being discarded for landfill or recycling, even if they are not shredded.
 - Computers and peripherals which may contain personal or business information.
 - Personal effects.
 - Business waste.

6. Procedures and Interpretation

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the landfill authority if they are unsure whether their behaviour, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- His or her direct supervisor, in the case of any employee; or (the supervisor must immediately advise the Administrator)
- The Authority in the case of the Administrator

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously, and in confidence. The supervisor (or Authority) must review the disclosure within ten (10) business days, from the date of the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

7. Contravention of the Code of Conduct

When non-compliance with the Code of Conduct is reported or otherwise suspected, steps will be taken to investigate and, if appropriate, remedy the situation. Those who violate the Code of Conduct or the Authority's policies and procedures will be subject to



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disciplinary action up to and including dismissal. Disciplinary action will also apply to anyone who directs or approves infractions or has knowledge of them and does not promptly move to correct them.

The Progressive Discipline Policy OPER-03 outlines the measures that may be undertaken by the Authority.

8. Authority Right to Amend the Policy

The authority reserves the right to delete, amend or correct the policy from time to time.



Code of Conduct
Employee Responsibility Statement
(Personnel File Copy)

I have received and read the Code of Conduct. I understand its contents and accept my obligation and responsibility for maintaining the Last Mountain Regional Landfill's reputation for integrity.

I understand that the Code of Conduct is not a contract and that violations of the Code of Conduct and LMRL Authority policies are subject to disciplinary action, up to and including termination.

Name (Print): _____

Signature: _____ Date: _____

Please give this copy to your supervisor for placement in your personnel file.