



PERSONNEL POLICIES

EFFECTIVE JANUARY 24, 2020

POLICY - SUBSTANCE ABUSE

The Hamlet of Fort Liard ("Hamlet") is committed to providing a drug-free, healthful and safe workplace recognizing that substance abuse is a danger to the health and safety of its employees and the public.

The purpose of the **Substance Abuse Policy** is to provide procedures for managerial reaction to the abuse of alcohol, illegal drugs and/or prescribed medication.

To ensure the Hamlets goal and objectives are met employees are required to report to work in appropriate mental and physical condition to perform their work. Management will ensure take appropriate actions to ensure that impaired employees are dealt with in an appropriate manner.

POLICY – CODE OF CONDUCT

The Hamlet of Fort Liard ("Hamlet") seeks to uphold a standard of conduct in the work place which is conducive to achieving the goals and objectives of the organization.

The purpose of the **Code of Conduct Policy** is to ensure that Hamlet employees adhere to the highest standards of professional conduct and integrity.

To ensure the Hamlets goal and objectives are met employees are required to uphold a high level of conduct and integrity. Management will ensure take appropriate actions to ensure that employees not conducting themselves as expected are dealt with in an appropriate manner. The objective should be constructive and tend to correct rather than punish.

POLICY – Reasonable Suspicion of Impairment Policy

The Hamlet of Fort Liard ("Hamlet") is committed to providing a drug-free, healthful and safe workplace recognizing that substance impairment is a danger to the health and safety of its employees and the public.

The purpose of the **Reasonable Suspicion of Impairment Policy** is to provide procedures for managerial reaction to the suspicion of either alcohol, illegal drugs and/or prescribed medication.

To ensure the Hamlets goal and objectives are met employees are required to report to work in appropriate mental and physical condition to perform their work. Management will ensure take appropriate actions to ensure that impaired employees are dealt with in an appropriate manner.

POLICY – Occupational Health and Safety

The Hamlet of Fort Liard (“Hamlet”) is committed to providing a healthy and safe workplace recognizing that workplace injuries and illnesses are preventable and unacceptable.

The purpose of the ***Occupational Health and Safety Policy*** is to ensure that workers follow the Safety Act, Occupational Health and Safety (“OHS”) Regulations and established safe work procedures.

To ensure the Hamlets goal and objectives are met employees are responsible for workplace health and safety and working in accordance with safety laws and work procedures. Management will ensure take appropriate actions to manage a health and safety program to provide for a healthy and safe work environment and implement safe work procedures.

POLICY – Progressive Discipline

The Hamlet of Fort Liard (“Hamlet”) seeks to uphold a standard of conduct in the work place which is conducive to achieving the goals and objectives of the organization.

The purpose of the ***Progressive Discipline Policy*** provides for procedures for managerial reaction to unsatisfactory conduct. The objective should be constructive and tend to correct rather than punish.

To ensure the Hamlets goal and objectives are met the discipline policy outlines the Hamlets process for taking increasingly stricter corrective actions with employees who have behavioral problems, job performance issues, or don't follow company procedures and policies.

POLICY - Harassment

The Hamlet of Fort Liard (“Hamlet”) is committed to providing a harassment free workplace recognizing that employees are entitled to work harassment free.

The purpose of the ***Harassment Policy*** is to guide and direct all employees to work in a harassment free workplace and provide procedures for managerial reaction to the all forms of harassing conduct in the workplace.

To ensure the Hamlets goals and objectives are met employees are responsible for respecting the rights of others and contributing to a work environment that is free from harassment. Management will take appropriate actions to ensure that harassment is dealt with in an appropriate manner.