

546.0	CONDUCT AND BEHAVIOUR	546.0
Application: All Employees	References: 130.0 Code of Ethics 528.1 or 528.2 Harassment of Employees 541.0.1 Sexual Contact with People we Support 610.1 Employee Issue Resolution	

POLICY:

Employees are expected to conduct themselves in a professional, courteous, and respectful manner.

REASONS FOR POLICY:

Employees of the NSDRC are supporting people with disabilities. We must be sensitive to the fact that our actions and behaviours have an effect on the people we support and their families and friends. Professional, courteous, and respectful behaviour is ethical conduct and contributes to a healthy, productive, and safe environment for the people we support and other employees.

PROCEDURES:

1. If people we support, family members, external professionals, and community members have concerns regarding the conduct of an employee they are directed to use the procedures provided in the appropriate Program Policy regarding Complaints Resolution.
2. Employees with concerns regarding the conduct of a co-worker use the procedures provided in **Employment Policy 610.1 Employee Issue Resolution**.
3. Potential or actual sexual relationships between an employee and a person they support directly must be disclosed or reported immediately. Please see **Employment Policy 541.0.1 Sexual Contact with People We Support**.
4. Observation or suspicion of abuse or neglect must be reported immediately according to the procedures given in **Employment Policy 541.0 Abuse of People we Support** and the applicable **Emergencies & Incidents Policy 700... Abuse Reporting**.
5. Experience or observation of behaviours constituting harassment are reported and investigated following procedures provided in **Employment Policy 528.1 or 528.2 Harassment of Employees**.