



CODE OF CONDUCT

POLICY STATEMENT

Lenbeth Weeping Tile (EDM) expects employees to adhere to a certain standard of conduct in order to foster a work environment that is positive, productive, and motivating for everyone. Employees are expected to conduct themselves in such a manner as to inspire public confidence through fair and honourable activities, as it relates to the business of the Organization. Employees are expected to use common courtesy and good judgment regarding appropriate conduct at work and conduct themselves with integrity and professionalism at all times.

RESPONSIBILITIES

The Code of Conduct applies to all individuals acting in their capacity as employees of Lenbeth Weeping Tile (EDM) expects and carries the expectation that the employee will avoid any inappropriate conduct or acts which could negatively reflect on the organization.

If an employee is unsure as to whether their actions may cause embarrassment or compromise the image and integrity of the Organization, they should not proceed before seeking further guidance. The following are examples of inappropriate conduct, (but not limited to):

- Falsification or destruction of records or documents;
- Acts of dishonesty or fraud (including falsification of expense claims);
- Unauthorized disclosure of information;
- Misuse of property, services, or resources;
- Abuse or misuse of Lenbeth Weeping Tile (EDM) expense cards (e.g., using cards for non-business-related purposes);
- Operation of a Lenbeth Weeping Tile (EDM) vehicle in violation of the law;
- Intentional damage or unauthorized use of Lenbeth Weeping Tile (EDM) property;

Inappropriate use of information technology networks and resources, including but not limited to viewing or downloading inappropriate content, downloading software without approval, or attempting to access another individual's information;

- Negligence resulting in actual or potential harm to Lenbeth Weeping Tile (EDM) or its stakeholders;
- Impropriety or the appearance of impropriety;
- Breach of trust;
- Frustration of contract;
- Misuse of position/abuse of power;
- Criminal conduct;
- Unauthorized or excessive absence;
- Excessive tardiness;



- Failure to abide with any Lenbeth Weeping Tile (EDM) policy, procedure, or guidelines resulting in actual or potential harm to Lenbeth Weeping Tile (EDM) or its stakeholders;
- Possession or use of alcohol and/or drugs on the Lenbeth Weeping Tile (EDM) premises or while conducting Lenbeth Weeping Tile (EDM) business;
- The possession of dangerous, deadly, or illegal weapons while on Lenbeth Weeping Tile (EDM) premises or while conducting Lenbeth Weeping Tile (EDM) related business;
- Unauthorized monitoring, recording, or accessing of conversations or other communications;
- Insubordination;
- Fighting, abusive language, threats, or threatening conduct;
- Failing to cooperate with, or providing false, misleading, or incomplete statements to, auditors, examiners, or other investigators regarding any matter relating to Lenbeth Weeping Tile (EDM); and
- Other activities not in the best interest of the Lenbeth Weeping Tile (EDM) or its stakeholders.

All violations of this policy will be investigated to the best of the Lenbeth Weeping Tile (EDM) ability and in a manner that ensures due process.

Violations of these policies may require immediate action or investigation and could result in discipline, up to and including termination.

X

Employee Signature