
TITLE	Off-Duty Conduct Policy
POLICY NO:	2018-060

POLICY STATEMENT:

The way a Superior EMS employee conducts themselves when off-duty and away from work is generally their own business. However, Superior EMS' reputation and business depend to a large degree upon the behavior of its employees and volunteers. When staff fail to exercise good judgement, and engage in unethical or immoral conduct, it may reflect negatively on Superior EMS, even if that conduct occurs when not at work or exercising their employment duties. Superior EMS staff are emergency services professionals, and as such are expected to demonstrate ethical and moral conduct on or off duty at all times.

PRINCIPLES:

Superior EMS has established this policy to establish high standards of moral behavior for employees to follow on and off duty.

SCOPE:

All staff and volunteers

POLICY:



While off-duty, or conducting their personal affairs, Superior EMS employees are subject to internal investigation, and possible disciplinary action or termination if any of the following occurs:

- Commit any acts that constitute sexual crimes, indecent exposure, or other violations of the *Criminal Code of Canada* or provincial or local penal codes;
- Commit any acts that constitute domestic violence, stalking, or violations of any restraining orders imposed by the courts;
- Committing any acts of violence, including fighting, assault, aggravated assault or any other public displays of aggression towards another person;
- Committing any traffic violations that adversely affect an employee's ability to operate a company vehicle (i.e. drinking and driving);
- Being observed in a public forum by a member of the public, customer, other agency engaging in inappropriate behavior (i.e. public intoxication, etc).
- Using the internet and other communication media to engage in sexual conduct, or lewd behavior;
- Engaging in any immoral or objectionable conduct;
- Any violation of the company's social media policy.

Immoral conduct may be subject to discipline: Immoral conduct that occurs off-duty, including but not limited to conduct that violates the guidelines set forth above, will be considered work-related matter subject to discipline if it:

- Harms Superior EMS' reputation
- Has consequences that render you unable to perform your job or any part of your job effectively;
- Leads other workers to refuse, be reluctant to or unable to work with you;
- Makes you guilty of a serious breach of the *Criminal Code of Canada* and/or
- Makes it difficult for Superior EMS to manage its operations and/or direct its workforce efficiently.

Discipline

Violations of Superior EMS off-duty morality policy that meet the above criteria will be treated like a disciplinary infraction committed on-duty and subject to discipline up to and including termination in accordance with Superior EMS' operational policies.

Duty to Report

Superior EMS staff are obligated to report to your supervisor or the HR department as soon as



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possible if you are arrested, or charged with a violation under the *Criminal Code of Canada* or other Canadian laws.

Additionally, any employee who has come into information of any individual who may have violated this operational policy is obligated to report the situation to their supervisor or to HR immediately.

Date of Approval:	January 25, 2018
Date to be Reviewed:	January 25, 2020
Authority:	Chief of EMS Operations



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