

# OFF-DUTY CONDUCT POLICY

## Purpose / Intent

The purpose of this policy section is to outline the expectations for AMS employees regarding off-duty conduct. Off-duty conduct may have serious effect on business interests and the workplace in general and as such the AMS will enforce the guidelines of this policy.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

## Policy

1. When employees are off duty there is still an expectation by the AMS that employees will conduct themselves in a way that positively represents the AMS values and mission statement.
2. Off-duty conduct of employees may be subject to disciplinary action up to and including termination if it is shown that:
  - a. The conduct of the employee harms the AMS's reputation, product, or business interests or the well-being of AMS co-workers or Queen's students;
  - b. The employee's behaviour renders the employee unable to perform their duties satisfactorily;
  - c. The employee's behaviour leads to refusal, reluctance, or inability of the other employees to work with them;
  - d. The employee has been guilty of a serious breach of the Criminal Code and thus rendering their conduct injurious to the general reputation of the AMS and its employees;
  - e. The employee's behaviour places difficulty in the way of the AMS properly carrying out its function of efficiently managing its works, and efficiency directing its working forces.
3. An investigatory process will be followed in order to determine the validity and severity of the incident and the resulting disciplinary actions.
4. Employees should be cognizant of the fact that a formal accusation against another employee is a serious allegation with repercussions. Where allegations of inappropriate off-duty conduct are found to be either false or frivolous, or where supporting documentation for a complaint has been falsified, the complainant or witness may be subject to disciplinary measures up to and including termination of employment.

## Monitoring

<b>Responsibility and/or contact person</b>	Human Resource Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	October 27, 2022
<b>Date last revised</b>	October 27, 2022
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	N/A
<b>Policies superseded by this policy</b>	N/A