

# CORPORATE CODE OF CONDUCT

The Middlesex-London Health Unit Corporate Code of Conduct demonstrates the commitment of the Board members, staff, students, volunteers and our stakeholders (i.e. the public, clients and funding bodies) to provide public health programs and services with integrity, respect, responsibility, fairness, caring and citizenship.

## Expectations and Guiding Principles

It is expected that employees will comply with the Laws of Canada; all professional regulatory codes and requirements; and the administrative policies of the Health Unit. Therefore, the Code does not itemize prohibitions of illicit behaviours (e.g. theft, fraud, drug use, etc.) but rather extends beyond rules and regulations to promote notions of integrity, respect, responsibility, fairness, caring and citizenship in the

workplace. Follow the Golden Rule: Treat others as you would have them treat you.

If ever in doubt about the acceptability of a particular course of action, ask the following question: Assuming full public disclosure of the action, would both you and the Health Unit be comfortable from a moral, ethical and legal standpoint? If the answer is "yes," then the action is probably consistent with the Code.

**Follow the Golden Rule: Treat others as you would have them treat you.**

## The Code

**As a Board Member, Staff, Student or Volunteer of the Health Unit, I will:**

- ✓ maintain the highest level of professional standards as an employee of the Health Unit and conduct myself with honesty and integrity at all times towards all people.
- ✓ show respect for my work and contribution to the Health Unit and offer my best efforts every day by presenting pertinent, accurate, and objective information.
- ✓ keep confidences about the Health Unit's business; I will avoid gossip and harsh criticism of others and consistently offer an attitude of understanding toward all people.
- ✓ listen carefully and allow people to give me information without interrupting them or arguing with them.
- ✓ honour the Health Unit and its resources and not squander, steal, or damage its assets; and be punctual and honour the value of time.
- ✓ accept responsibility for the duties that have been assigned to me each day and collaborate with others in a spirit of teamwork to accomplish defined goals.
- ✓ continually improve my skills as a person and as an employee through educational enhancement programs to perform my job in a timely way at a high level of excellence.
- ✓ exhibit high moral character as an individual and not engage in any illegal behaviors that might reduce my value to the Health Unit in the eyes of my employer.
- ✓ offer praise and encouragement to my co-workers when appropriate and be pleasant to people in my business dealings.
- ✓ show respect to all people in the workplace and honour diversity in all areas including age, gender, disability, sexual orientation, ethnic background, nationality, and religion.