



## **Intent**

Port Hawkesbury Paper is committed to fostering an environment that promotes efficiency and professional success for employees. The achievement of such success is dependent on an environment free of behaviours which can undermine the important missions of our institution. An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Port Hawkesbury Paper is committed to establishing and implementing a standard of excellence in every aspect of our business, while promoting and ensuring the ethical and responsible conduct in all of our operations, with the utmost respect for the rights of all individuals and for the environment.

## **Guidelines**

We expect these same commitments to be shared by all Port Hawkesbury Paper employees as well as other organizations that Port Hawkesbury Paper is in business with.

To preserve the core values and business principles that Port Hawkesbury Paper is founded upon, we have compiled a list of unacceptable behavioral actions that have been classified as either: (1) hazardous to employee safety, (2) criminal, (3) a negative influence on workplace morale, or (4) detrimental to the success of our business. Port Hawkesbury Paper reserves the right to discipline and, in certain cases, terminate the employment of any employee that engages in conduct unbecoming of Port Hawkesbury Paper standards and policies.

## **Compliance with Laws and Regulations**

Port Hawkesbury Paper will comply with all applicable laws and regulations, including local and provincial codes, rules and regulations, applicable treaties and industry standards. Additionally, Port Hawkesbury Paper must comply with the Code of Conduct.

## **Safety and Health**

Conditions in all workplace facilities must be safe, clean and consistent with all applicable laws and regulations; ensuring reasonable access to clean, potable water and sanitary facilities, fire safety and adequate ventilation.



## **Unacceptable Actions / Behaviours**

Unacceptable behaviors shall include, but not be limited to the following:

- Port Hawkesbury Paper employees shall not be under the influence of any non-prescribed drugs or alcohol while they are on company premises, operating a company vehicle, or are in the act of conducting Port Hawkesbury Paper business regardless of location.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.
- Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties.
- Causing physical harm to another person.
- Threats of any nature, verbal, or electronic.
- Aggressive behavior that constitutes a reasonable fear of bodily harm to another person.
- Verbal assault, causing emotional duress.
- Intentional damage or destruction of property belonging to either Port Hawkesbury Paper, or its employees.
- Possession of a weapon while on Port Hawkesbury Paper premises, or while conducting Port Hawkesbury Paper business.
- Arriving to work late without reasonable cause.
- Failure to properly report a workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
- Job abandonment without prior authorization with the exception of scheduled breaks (including lunch) or restroom visits.
- Disorderly, immoral, or indecent conduct on Port Hawkesbury Paper premises.
- Creating a disturbance that interferes with the normal job activities of other employees.
- Failing to successfully meet expectations or job requirements.
- Creation of unsanitary work conditions.

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- Causing an unsafe work environment, and thereby endangering the safety of Port Hawkesbury Paper employees.
- Engaging in malicious gossip and/or the spreading of rumors.
- Theft, including physical and intellectual properties.
- Insubordination.
- Dishonest, illegal or improper business activities such as offering or receiving bribes of any description
- Any willful breach of Port Hawkesbury Paper security by way of information theft, sale or other means.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all Port Hawkesbury Paper practices, policies and procedures.