

## **General Conduct of Employees**

Employees of the Authority shall:

1. Observe and comply with the laws of Canada and Ontario and the Rules and Regulations of the Authority.
2. Treat other employees and the general public courteously and respectfully.
3. Perform all duties in an efficient manner.
4. Not, unless legally required, disclose or give to any person, any information or document of a confidential nature.
5. Not undertake any outside activity or employment that has a significant impact with the performance of duties or in which personal interest conflicts with the best interest of the Authority.
6. Ensure that the use of Authority equipment, goods and materials is only for the purposes of the Rideau Valley Conservation Authority or member municipalities and ensure proper care and protection of such equipment, goods and materials.