

Overview

We foster a casual business environment – but one that has boundaries. One of our fundamental principles is an expectation that all individuals, business acquaintances, Company business, and property are treated with respect.

If you spend a fraction of a second questioning the appropriateness of your actions, carefully reconsider the action, proceed with caution, or back away until you have considered all possible consequences.

Guidelines

Everyone is expected to know, understand, and adhere to Company practices in order to protect the best interests of the Company and individuals within it. We expect you to respect the rights and feelings of others and demonstrate personal integrity and professionalism.

Please refrain from doing anything that would be considered improper conduct. Be aware that anyone in the Company is subject to dismissal for engaging in serious improper conduct.

By “improper conduct” we mean conduct that involves illegal, fraudulent, dishonest, or unethical behaviour, or serious negligence in the performance of your duties.

The Details

Following are some examples of activities that we view as improper conduct. This is by no means an exhaustive list, and we expect everyone to exercise good judgment. However, these are actions for which you can assume immediate disciplinary action will be taken, up to and including termination of employment:

- Theft
- Abuse of Company property or equipment
- Sexually, verbally, physically, or mentally abusing or harassing any person associated with the Company – on or off premises
- Habitual tardiness or absence
- Solicitation or acceptance of personal gifts or gratuities in exchange for preferential business treatment
- Failure to comply with our policy regarding solicitation for charities or personal businesses
- Falsifying Company records
- Disclosing confidential or proprietary Company information to unauthorized persons
- Engaging in activity that is determined to be a serious conflict of interest with the Company
- Possession, use or sale of illegal substances on Company premises
- Being under the influence of alcohol or illegal substances at any time on Company premises or while on Company business

- Insubordination or failure to carry out instructions
- Job abandonment

In addition, Concert and its employees will:

- Comply with the Building Code of British Columbia, Ontario Building Code and local building By-Laws and Regulations as a minimum standard for construction, and shall work toward improvement of construction standards in the interests of structural sufficiency, safety and health
- Plan residential construction sites and structures to conform to the principles of good community planning
- Deal justly with their employees, sub-contractors and suppliers
- Deal fairly and honestly with our customers, tenants, contractors and the general public

If you have any questions, comments or suggestions regarding this document, contact:
Human Resources
604.688.9460