



Code of Ethics Policy

Intent

Town of Thorsby is committed to conducting business openly and ethically. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting and actively participating in the process.

Guidelines

At Town of Thorsby, we strive to protect all of our employees, vendors, customers, and the company itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The company will not tolerate any wrongdoing or impropriety, and will immediately take appropriate disciplinary action to correct the problem.

Expectations

Management and Executives

All managers and executives at Town of Thorsby will:

- Set a prime example, demonstrating honesty and integrity in their actions and behaviours at all times;
- Maintain an open-door policy that allows for free discussion of suggestions and concerns from employees;
- Report any conflicts of interest, as defined in the company conflict of interest policy, regarding their position at Town of Thorsby; and
- Report any suspected violations of company policy.

Employees

All employees at Town of Thorsby will:

- Demonstrate a workplace built on trust, accountability, and openness both individually and collectively;
- Disclose any conflicts of interest, as defined in the company conflict of interest policy, regarding their position at Town of Thorsby; and
- Report any suspected violations of company policy.

**Retaliation against employees who use reporting mechanisms to raise genuine concerns will not be tolerated.*

Unethical Behaviour

- Town of Thorsby will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Violence, harassment, or discrimination will not be tolerated.
- Improper use of company trade secrets as outlined in the confidentiality agreement will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.

Violations

If an employee violates this policy, Town of Thorsby will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.

Some violations may indelibly harm our business. In this case, we may pursue punitive measures, including legal action.

Acknowledgement and Agreement

I, _____ (Employee Name),
acknowledge that I have read and understand the Code of Ethics Policy of Town of Thorsby.

Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____