



Investigation Code of Conduct

Intent

As a participant in a workplace investigation, it is imperative that you as an employee understand and uphold the Town of Thorsby code of conduct. This code is established to protect both the investigation participants and the company, and outlines participation expectations concerning confidentiality and reprisals.

Confidentiality

As a participant in a workplace investigation, you must ensure all details pertaining to the investigation remain confidential. Information must only be disclosed to those conducting the investigation or to the extent required by law. This means you must not:

- Discuss this allegation or investigation with anyone outside of Town of Thorsby;
- Attempt to discuss any details with any staff members, or try to influence the outcome of the investigation in any way;
- Approach any individual you believe may be involved in the investigation in order to solicit or discuss information; and
- Discuss details of any portion of the investigation including allegations, proceedings, and outcomes, at any time, regardless of whether the investigation is ongoing or complete.

Town of Thorsby is committed to protecting the privacy of the individuals involved in an investigation and to ensuring that all employees are treated fairly and respectfully.

Reprisals

Town of Thorsby takes all workplace complaints submitted in good faith seriously.

As a participant in a workplace investigation, you are prohibited from engaging in any acts of reprisal against any investigation participants. A reprisal is a threat or vengeful act against someone, which includes:

- Gossip, slander, and rumours;
- Isolating or failing to acknowledge an individual;
- Targeting or otherwise treating an individual in a way that a reasonable person would consider to be demeaning, alienating, intimidating, unprofessional, or hurtful.

Acknowledgement and Agreement

I, _____ (employee name),
 acknowledge that I have read and understand the Investigation Code of Conduct of Town of Thorsby. I agree to adhere to this code and will ensure that employees working under my direction adhere to this code. I understand that if I violate the rules set forth by this code, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____