

Guidelines for Developing Code of Conduct

Guidelines to Create Your Company's Policy

Effective April 1, 2015, all new and renewing businesses under the *Security Services and Investigators Act* are required to submit a Code of Conduct to the Registrar for approval.

As per Section 6(1)(e) of the *Security Services and Investigators (Ministerial) Regulation* each company applying for a licence must develop and submit a Code of Conduct. The minimum policy requirements are outlined below as per Section 20 of the Ministerial Regulation.

Employers may add to or refine these requirements to reflect the needs and values of their organization; however, the minimum requirements must be present in the final submission.

If you have questions about the development of a Code of Conduct please contact the Business Licensing Clerk at ssia.registrar@gov.ab.ca. The completed Code of Conduct policy must be submitted as part of the application or renewal package.

SAMPLE:

Code of Conduct Policy

All employees and businesses licensed under the *Security Services and Investigators Act* are required to adhere to and abide by the following Code of Conduct. Violations of this code may result in disciplinary action up to and including suspension/cancellation of your licence and termination of employment. All Code of Conduct violations must be reported to the Security Services and Investigators Program.

All employees are required to:

1. Act with honesty and integrity,
2. Maintain confidentiality,
3. Comply with all federal, provincial and municipal laws,
4. Comply with the policies of the Security Services and Investigators Program and the employer,
5. Respect and use all property and equipment in accordance with the terms and conditions of the individual licensee's licence and employer policy,

6. Comply with the terms and conditions of the individual's licence,
7. Comply with the business licensee's code of conduct for individual licensees,
8. Engage in orderly and appropriate conduct,
9. Report all adverse information, complaints and reports about any other licensee,
10. Make or sign truthful and accurate statements,
11. Abstain from the use of controlled drugs and controlled substances under the *Controlled Drugs and Substances Act (Canada)*, and
12. Abstain from possessing or consuming alcohol while on duty.

I have read and agree to abide by the Code of Conduct.

Name: _____

Signature: _____

Date: _____