



**Ontario's Workplace Safety
Trainers & Consultants**
Ministry of Labour Authorized Training Providers

Supervisor in Construction • Material Handling • Working at Heights

Construction Safety Trainers

Code of Conduct & Ethics

At Construction Safety Trainers (CST), we believe that everyone benefits from practicing and promoting ethical behaviour. Treating people around us with courtesy and respect is not only a matter of personal integrity, it is good business. Treating others with respect promotes an environment of openness that allows for greater employee and customer satisfaction and loyalty.

CST has developed the reputation of being highly ethical through promotion and practice of our three values: **Respect, Safety, and Integrity**

These values have allowed our company to grow into one of Ontario's largest independently owned workplace safety training & consulting providers. It is essential for employees at CST to carry out these values on a daily basis.

This Code of Conduct and Ethics sets the standards of expectation for the way we deal with each other and clients, and how clients deal with CST representatives and employees. We expect clients to practice, promote and operate in line with our values and Code of Conduct and Ethics in order to maintain a positive and ethical business.

Customers, Suppliers & Competitors

It is our customers and suppliers from the world outside of CST that allow us to grow, innovate and generate positive business results. Treating these external stakeholders with respect, while complying fully with our legal and ethical obligations, is central to our ability to maintain our reputation and strengthen our competitive advantage. In addition, we have a responsibility to portray our competitors fairly, accurately and without bias. The way in which we portray our competitors may impact the way our customers or other stakeholders perceive our business and our actions. CST treats all stakeholders with the highest level of respect. This includes colleagues, suppliers, consumers and competitors.



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Conflicts of Interest

Conflicts of interest exist when an individual uses their position to benefit themselves, family or friends. We expect clients to avoid any conflicts of interest. Construction Safety Trainers will not provide any type of advantage or benefit to clients, regardless of other outside relationships clients may have with CST or its employees. Clients who attempt improper ethical behaviour to gain advantages and benefits will jeopardize their relationship with CST.

Gifts

Exchange of gifts with the intention to gain advantage or benefits with CST is unfavourable. Gifts will be respectfully returned to the sender and clients may jeopardize their relationship with CST. Gifts received and accepted must be unconditional and consistent with customary business practices.

Professional Conduct

All services provided by CST are conducted with professionalism, respect and integrity. Employees at CST will make every attempt to practice professionalism at all times. Employees will take responsibility for their work and refrain from making inaccurate statements regarding services provided. Clients are expected to treat employees of CST with the same professionalism, respect and integrity.

Equality and Discrimination

People are at the core of CST's successes and at the heart of our business strategy. Our success relies on our ability to fully understand and embrace the multicultural, multidimensional world in which we live and work. When our workforce reflects the diversity of our clients, suppliers and communities our competitive advantage and reputation are enhanced. To support this commitment to a diverse and inclusive work environment, we must:

- Promote diversity and inclusion within our teams
- Seek, respect, value and leverage diversity of thought and ideas
- Hold ourselves accountable to share in the responsibility for inclusiveness



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- Ensure that inclusiveness is visible in management decisions and behaviour
- Abide by the principle that all of our relationships are based on mutual respect and growth

Employees at CST will treat all clients fairly and equally. CST will in no way discriminate based on race, gender, age or personal disability. Clients are expected to practice and promote equality when partnering and communicating with CST and its employees at all times

Violence, Harassment & Discrimination

Violence, harassment and all forms of discrimination are critical health and safety concerns and fall within our unwavering and focused commitment to the Internal Responsibility System and our overall Health and Safety program. At CST everyone has *direct* responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, he or she is required to take initiative on health and safety issues and work to solve problems and make improvements on an on-going basis. Violence, threats of violence, verbally threatening conduct, bullying and harassment are all health and safety issues.

Discrimination is the exclusion of others from full participation because of something that makes them different. Harassment covers conduct that is likely to create a hostile, intimidating or offensive work environment, and can include a wide range of acts from requests of a sexual nature to insults, offensive jokes, racial slurs or treating an individual in a derogatory or demeaning manner.

Health and Safety

CST maintains a healthy and safe work environment for all of our employees, and clients and we will conduct business in a manner which takes every reasonable precaution to minimize the risk of work related injuries, illnesses and accidents. CST employees practice and promote health and safety at all times. Clients are expected to ensure that their employees are informed of health and safety procedures and concerns in the workplace. Clients are expected to ensure their facility will in no way harm their employees or the employees of CST. We expect clients to provide health and safety workplaces that comply with the relevant health and safety laws in Ontario.



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CST and its client's should make every effort to:

- Take all reasonable precautions to ensure safety on the job and continuously strive to improve safety performance
- Work to promote safety awareness and a safety-first mindset
- Emphasize prevention, the removal of unsafe conditions and the elimination of unsafe behavior
- Follow safe work practices and procedures
- Correct all safety-related deficiencies and non-conformances promptly
- Not compromise health and safety in the workplace for any reason

It is all of our responsibility to ensure that CST and its clients provide a safe, respectful and inclusive environment, free of discrimination, violence and harassment. Bias, discrimination or harassment based upon any trait that defines how we differ will not be tolerated.

CST expects its staff and clients to comply with the Client Code of Conduct and Ethics. Failure to comply with this code may result in termination of an employee or client's relationship with Industrial Safety Trainers.

Respect, Safety, Integrity

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Contact Us

For All Your

Health & Safety

Training Needs



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