



TITLE/SUBJECT: ETHICAL BUSINESS PRACTICES		POLICY NUMBER: 2.3
DATE ESTABLISHED: 2006-12-01	REVIEWED/REVISED:	AUTHORIZATION: <i>London Hyle</i>

INTENT:

1. Access Pipeline firmly believes that ethical business practices are a fundamental component of its business and employees should endeavor to integrate ethical business practices and conduct into every part of their employment.

POLICY:

1. Ethical Business Practices
 - 1.1 Access Pipeline expects that all employees conduct themselves in a manner which is ethical, responsible and legal at all times.
 - 1.2 All Access Pipeline employees are ambassadors of the Company and should conduct themselves accordingly in all business operations and activities.
 - 1.3 Employees must conduct themselves in accordance with federal, provincial, and civic law at all times and to avoid any action that involves unlawful activity.

PROCEDURE:

1. Equal Opportunity
 - 1.1 Access Pipeline is an equal opportunity employer. All positions are staffed with the most qualified candidate regardless of age, gender, race, religion, color, sexual orientation, physical or mental disability, or marital status or any other protected ground in accordance with provincial employment standards and human rights legislation.
 - 1.2 Employees in a position to hire others must adhere to all applicable discrimination laws and are to base hiring decisions on bona fide occupational requirements.
 - 1.3 Access Pipeline will, upon request, provide reasonable accommodations for individuals with disabilities when a reasonable accommodation is available that does not create an undue hardship on the Company.
2. Honesty and Integrity
 - 2.1 Honesty is expected in all aspects of each employee's work with Access Pipeline. This extends to time reporting, productivity, attendance records, and use of business property. Accurate and reliable records with respect to accounting and other business activities are an expectation.



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3. Employee Relations

3.1 All employees are expected to treat one another in a manner that is both professional and courteous. Each employee has an obligation to treat other employees with dignity and respect.

4. Avoidance of Conflicts of Interest

4.1 Employees are to avoid any situation or activity that compromises or may compromise their judgment or their ability to act solely in the best interests of the Company.

4.2 Employees are to avoid activities that could be perceived to be a conflict or a potential conflict between their personal interest and the interests of the Company.

4.3 Employees are not to devote any time during normal business hours to any outside business or activity so their full attention is applied to Access Pipeline, unless offsetting time or services are agreed to with their Supervisor.

4.4 Employees are not to serve in any role or have a significant financial interest in a competitors business, unless authorized by Senior Management.

4.5 Employees are to avoid involvement including personal relationships that could compromise or perceive to compromise their judgment in acting honestly and in good faith.

4.6 Gifts, favors and entertainment may be given and received only if they are consistent with the normal exchange of business practices and are within ethical standards and able to withstand public scrutiny.

4.7 Offering, giving, soliciting or receiving any form of bribe is prohibited.

4.8 Employees are to consult with Supervisors or Senior Management regarding any conflict or potential conflict of interest.

4.9 Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment and, if applicable, prosecution by the appropriate authorities.

4.10 Supervisors who require assistance with this process should refer to Policy 5.11 - Disciplinary Action in this manual.