

| Corporate Policies and Procedures | | | |
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| DEPARTMENT: Human Resources | | | POLICY #: J-03 |
| POLICY: Legal Services to Employees | | | |
| DATE: MAY/84 | REV. DATE: OCT 29/03 | COVERAGE: All Employees | PAGE #: 1 of 1 |

POLICY STATEMENT:

Legal services to employees of the County of Renfrew are provided for matters arising out of an employee's direct and proper discharge of duties.

PROCEDURE:

1. An employee, while engaged by the County and in the proper conduct and discharge of his/her duties, who finds that a matter has arisen or may arise that could involve action against the employee and/or the employee and the County, immediately reports the matter to his/her Department Head giving full particulars of the circumstances.
2. It is the responsibility of the Department Head to immediately report and review the matter with the Chief Administrative Officer/Clerk and the County Solicitor.
3. Each situation is based upon its individual merits. Legal assistance is made available upon the recommendation of the Department Head, the Chief Administrative Officer/Clerk and the County Solicitor.
4. An employee who chooses to retain legal assistance on their own without reference to the County, places himself/herself in a position where assistance, either legal or financial, may not be available.