

Town of Spiritwood Statement of POLICY and PROCEDURE			
Department:	General Government	Policy No.	31
Section		Issued:	
Subject:	MUNICIPAL EMPLOYEE CODE OF CONDUCT	Effective:	Dec 2015
Council Resolution # and Date:	2015-0413 Dec. 22/2015	Pages:	
Approved By:	Councillor Rogers/ Councillor Cross	Dated:	Dec. 22/15

1. PRINCIPLES

1.01 Our employees must observe the highest standards of ethical conduct in the performance of their duties, regardless of personal consideration, to ensure public confidence and trust is maintained. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our bylaws or any law in force in Saskatchewan which might:

- Detrimentially affect the municipality’s reputation;
- Make the employee unable to properly perform his or her employment responsibilities;
- Cause other employees to refuse or be reluctant to work with the employee; or
- Otherwise inhibit the municipality’s ability to efficiently manage and direct its operations.

2. PURPOSE

2.01 This Code of Conduct is intended to:

- Provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- Protect the public interest;
- Promote high ethical standards among municipal employees;
- Provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as the ethical appropriateness of that conduct; and
- Set out the corrective measures for unethical conduct.

3. CONFIDENTIALITY

- 3.01 Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

4. USE OF INFLUENCE

- 4.01 The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

5. RESPECTFUL WORKPLACE

- 5.01 The municipality is committed to sustaining a vibrant, healthy, safe and caring work environment for its employees. Employees will perform their duties with honesty and integrity and in a manner that is helpful, respectful and courteous.

Employees shall not discriminate against or harass others including fellow employees, the public, contractors or members of Council.

6. POLITICAL AND COMMUNITY ACTIVITY

- 6.01 To ensure public trust in the municipality, employees must be and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.

Employees need to exercise good judgement when involved with outside interests.

7. USE OF MUNICIPAL TECHNOLOGY

- 7.01 Technology resources are to be used primarily for municipal business purposes to safeguard and protect the municipality's assets and information.

Employees shall avoid accessing web sites or engaging in email exchanges that could be considered inappropriate.

8. USE OF MUNICIPAL ASSETS

- 8.01 Employees will safeguard and protect municipal assets. They will use municipal property, equipment, supplies or services for the performance of municipal duties or as otherwise approved by Council.

9. ACCEPTANCE OF GIFTS

- 9.01 Employees shall not accept or provide any gift or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment other than the normal exchange of gifts between persons doing business together or the normal presentation of gifts to persons participating in public functions.

Accepting lunch, or small gifts such as caps, mugs, etc. used as promotional items are considered a normal exchange of gifts doing business together.

10. PROCEDURES

- 10.01 Every employee, in the discharge of his or her duties and at all times, shall comply with *The Freedom of Information and Protection of Privacy Act*.
- 10.02 Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- His or her direct supervisor, in the case of any employee; or
- Council or the Personnel Committee in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

The course of action by the municipality where an employee has disclosed a conflict or potential conflict, may include one or more of the following:

- Employee to disclose specifics of conflict of interest;
- Further review by the Administrator/Council/Personnel Committee;
- Employee to withdraw from participation respecting the matter where the conflict or potential conflict exists.

The appropriate course of disciplinary action if an employee fails to disclose a conflict or potential conflict shall be determined in consultation with the municipal solicitor and may include one or more of the following:

- Disciplinary letter to the employee with a copy being placed in the employees file;
- Employee training as it pertains to ethics;
- Short term suspension;
- Long term suspension;
- Termination.