

## Appendix I

# Sample Employee Code of Conduct

## [Name of Community] Community Council Employee Code of Conduct

### **Principles:**

The [Name of Community] Community Council strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the community.

As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

### **Preamble:**

This code of conduct operates in addition to other policies, procedures and administrative directives for employees, as may be determined from time to time by council or the community administrative officer.

Where any provision of this code is inconsistent with the employee agreement that applies to that employee, the provision of the agreement applies.

### **Definitions:**

**Assets** include, but are not limited to, community buildings and land, equipment, supplies, vehicles, materials, electronic networks and financial assets.

**CAO** means the community administrative officer of the community, and includes any designate.

**Code** means the employee code of conduct established and approved by council.

**Confidential information** means information 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.

**Dependant** means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee, and has the same meaning as in The Municipal Council Conflict of Interest Act.

**Employee** means any person employed by the community, and includes the CAO, designated officers, full-time, part-time or casual employees, including volunteers (firefighters, fire chief, emergency coordinator, etc.)

**Community** means the [Name of Community] Community Council.

**Scope:**

This code applies to all employees of the community.

**Use of Confidential Information:**

Employees may have access to confidential information during the course of their duties and responsibilities and are expected to keep information confidential, until the information is available to the general public.

Employees must not use confidential information concerning the affairs of the community to advance their personal interests, their dependants' interests or the interests of any other person.

**Use of Influence:**

The community strives to ensure fairness and objectivity in its decision-making process. Employees must not use their positions to give anyone preferential treatment that would advance their own interests, or that of any member of the employee's family, friends or business associates.

Employees who have a financial interest in a community contract, sale or other transaction, or knowingly have family members, friends (individual with whom the employee has a close personal relationship) or business associates with such interests, must not participate in any discussion, evaluation or recommendation with respect to the matter.

**Acceptance of Gifts:**

Citizens' perception of the integrity of the community and its employees is important. Employees must avoid real or perceived appearances of impropriety with organizations or businesses that do business with the community.

Employees must not accept gifts, favours or other benefits, for example hospitality or entertainment, connected directly with the performance of their duties or responsibilities, from any person who is directly or indirectly involved in any business relationship with the community.

Gifts, favours or benefits part of a normal exchange between persons doing business or part of a public function are permitted.

**Use of Community Property and Assets:**

Community property and assets belong to the community as a whole and must only be used by an employee to perform work related duties and responsibilities or for community activities authorized by council.

Personal use of community property and assets by an employee are permitted only if authorized by council. Generally, personal use of community property and assets will only be permitted if they are also available to be used by the public.

Community property and assets in the care of an employee must be protected and kept secure at all times.

**Political and Community Activities:**

All employees have the right to take part in political and community activities. Employees need to ensure that participation in such activities does not place them in a real or perceived conflict of interest.

Employees may only participate in political activities, for example actively campaign or solicit funds for a political party or candidate, outside work hours and without using community property, assets or resources.

Employees engaged in community activities must continually assess their involvement and expected decision-making responsibilities in light of their employment with the community.

**Family and Personal Relationships:**

The community strives to be fair, objective and transparent at all times. Employees must ensure their family and other personal relationships and their official duties are independent of each other.

As with all other areas of council business, it is expected all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. At times, this may require reporting relationships to be revised to ensure employees are not supervised directly or indirectly by a close family member.

Employees must not give preferential treatment to family or any other person with whom the employee has a personal relationship.

**Outside Work or Business Activities:**

Employees are committed to ensuring the community's success in delivering services to citizens effectively and efficiently, and must act in the best interests of the community.

Employees must ensure they avoid any outside employment or business activities that:

- interfere with the performance of an employee's duties
- which the employee has an advantage or appears to have an advantage as a result of their employment within the community
- will or might appear to influence or affect the employee in carrying out their duties
- requires or involves use of community property or assets
- is contrary to the interests of the community

**Procedures:**

Employees are expected to comply with the code. Employees have a responsibility to request an interpretation of the code from the CAO if they are unsure whether their behavior, circumstances or interests contravene the code.

Where an employee suspects they are, 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 (including a detailed description) to:

- the CAO (or their direct supervisor), in the case of any employee – the direct supervisor must immediately advise the CAO
- council or the personnel committee in the case of the CAO

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

An employee who fails to disclose an actual or potential conflict may be subject to discipline.

**Revisions:**

Council may, at its discretion and by resolution, amend the code.