

TOWN OF UNITY

POLICY & PROCEDURE

TITLE: Employee Code of Conduct/Ethics

CATEGORY: Personnel

DATE: November 19, 2015

AUTHORITY: Administration

POLICY NO: 8.16

POLICY STATEMENT

The Town of Unity recognizes the value of ethical principles that guide work practices and service to the public. Section 85.1 of the *Cities Act*, Section 111 of *The Municipalities Act* and Section 127.1 of the *Northern Municipalities Act*, 2010 set out the minimum content for an Employee Code of Conduct; which have been included in the following policy.

POLICY OBJECTIVE

This code of ethic states the values to which we are committed and incorporates ethical responsibilities thus promoting open and honest communication in a courteous environment where each participant feels valued and respected for personal opinions and views.

POLICY

The principles of the code are expressed in broad statement format to guide ethical decision making. These statements provide a framework and do not dictate conduct to cover certain situations. Elected officials and employees are required to display the highest standards of ethical conduct in their service to the community.

This Code of Ethics shall apply to the Town of Unity employees and elected officials, all of which are required to be familiar and understand the provisions of the Code. All employees and elected officials shall:

1. Be honest and represent the facts fairly and accurately at all times. Information shall be complete. Decisions shall be made only after carefully reviewing all relevant facts and circumstances.
2. Be fair, and consistent; provide every person an opportunity to state their opinion in a courteous discussion. Everyone shall have the opportunity to provide input and information.
3. Be respectful and polite when dealing with all peers, and the public. Every person has the right to be treated with dignity at all times even when the topic of discussion is contentious. Respect your fellow employees/citizens at all times.

4. Use good judgment and common sense; avoid actions and circumstances that may appear to compromise good business judgment, create a conflict between personal and municipal interests and/or interfere with the exercise of duties.
5. Do not participate in, condone or be associated with dishonesty, fraud or deception.
6. Be transparent and open in all instances by being sincere and genuine without pretence or self importance. Be tolerant of each others' differences.
7. Be trustworthy; inspire to earn the trust and confidence of all peers and the public. Avoid personal conduct that discredits or embarrasses the Municipality.
8. In accordance with *Section 111 of the Municipalities Act*: An employee or elected official shall not use information that is obtained as a result of his/her employment and that is not available to the public to seek to influence a decision of another person so as to:
 - A. Further or seek to further, his or her private interests or those of his or her family; or
 - B. Seek to improperly further another person's private interests.
9. Be aware of information that is of a confidential nature. Do not disclose information you acquire during the course of your duties unless it is public information. Disclosure of Private information should follow the guidelines set out in Policy 11.1 "Privacy Policy – Adhering to LAFOIP." When unsure, assume the information is confidential and discuss the nature of the information with your immediate supervisor for clarification. Examples of Confidential Items shall include:
 - Items under litigation
 - Personnel matters
 - Information about suppliers provided for evaluation
 - Information which infringes on the right to privacy of others
 - Negotiation items
 - Price schedules of contract tenders prior to tenders being awarded.

Responsibilities to the Municipality

Managers/Elected Officials:

Make publicly available a code of conduct for employees of the municipality that includes conflict of interest rules in accordance with *The Municipalities Act*.

Lead by example by complying with the Code under all circumstances

Ensure all employees have a copy of the Code and that they understand the intent and act accordingly;

Create and maintain a work atmosphere conducive to observance of the Code;

Provide leadership and vision;

Promote a workplace based on openness where problems can be raised and discussed without fear of reprisal;

Take necessary measures in the event of a proven "breach" of code;

Comply with the code by otherwise maintaining the confidentiality of the information exchanged between oneself and your immediate supervisor.

Employees:

Comply with code under all circumstances;

Be committed to the performance of duties;

Fully participate and provide feedback as required;

Exhibit conduct in keeping with the municipal standards and image;

Maintain confidentiality;

Be respectful and cooperative in the workplace.

Code Compliance

It is each employee's responsibility to be aware of and understand the Code and to remain in compliance at all times. Non compliance will result in immediate discussion with your supervisor and possible reprimand depending on the nature of the infraction.

Employees are encouraged to address irregular business practices or inappropriate conduct on the part of other employees. No retaliatory action shall be taken against an employee who has reported a violation of municipal policy, direction or Code of Ethics.

Employee Declaration:

I, the undersigned, declare that I have read and understand the Code of Ethics for the Town of Unity. I agree to comply with the code.

Date _____

Employee Signature _____

Employee Name _____
(Please Print)

Manager/Supervisor Signature _____

Manager/Supervisor Name _____
(Please Print)