



Policy Title Employee Code of Conduct Policy		Prepared By Admin	Policy Number HR-251-2 2022-014	
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The Town of Dundurn is committed to be a great organization and relies on the integrity, ethics and good citizenship of our employees. Maintaining our reputation depends upon a high standard of conduct by all employees in their work and as representatives of the Town of Dundurn.

The Code of Conduct serves as the foundation for all policies, procedures, guidelines, and outlines expected behaviour and actions in support of responsible and ethical behaviour.

PRINCIPLES:

All employees have individual responsibility to adhere to the Code in their actions and behaviour and it is a condition of employment for all employees. All employees are required to ensure their personal and professional dealings are conducted in an honest and ethical manner and are free of any deceitful, fraudulent, disrespectful, or illegal activities. Anyone who violates the standards in this Code will be subject to disciplinary action, up to and including dismissal.

Employees must not engage in any conduct or activity that contravenes our by-laws 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.

PURPOSE:

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 to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

WORK INTEGRITY

Effective work habits require fundamental honesty with use of time as well as use of property. It means doing a fair day’s work for a fair day’s pay: arriving on time, keeping absences to a minimum, restricting personal telephone calls or activities and staying with the work at hand.



CONDUCT OUTSIDE OF WORK

Any unethical, unbecoming, or illegal behaviour outside the workplace by an off-duty employee that could potentially bring the Town into disrepute, or damage its reputation, may result in disciplinary action, up to and including dismissal.

OUTSIDE EMPLOYMENT

While employed by the Town of Dundurn, an employee is prohibited from working for a conflicting or competing organization. However, other paid employment is allowed, as long as it does not interfere with the employee's ability to perform their duties at the Town and no conflict of interest exists. If the other paid employment interferes with an employee's ability to perform their duties or constitutes a conflict of interest the employee may be asked to terminate the outside employment if he or she wishes to remain with the Town.

PROTECTION OF TOWN PROPERTY

All employees must protect the Town's assets against loss, damage, unauthorized use, theft and disposal, as well as to ensure their efficient use. Any suspected incident of fraud or theft should be reported immediately for investigation. All Town owned property and/or equipment used to conduct Town business remains Town property and must be used responsibly, ethically, efficiently, and as intended solely for purposes directly related to Town operations.

At termination or departure, all Town owned or issued property must be returned, including but not limited to keys, electronic or paper files and documents, computer hardware and software, cellular phones, cameras and security passes.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired during 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.

Employees who improperly use or disclose confidential, private or proprietary information may be subject to disciplinary action, up to and including dismissal and legal action. The obligation to preserve the confidentiality of confidential information continues even after the employee ceases to have a relationship with the Town.



CONFLICT OF INTEREST

Employees are required to act objectively, in the best interests of the Town without bias.

A Conflict of Interest may exist when a person's private interests interfere in any way with the interests of the Town or when the employee, members of his/her families or someone with whom there is a close personal relationship, receive advantageous or improper personal or financial benefits as a result of their position or work with the Town. Any employee who becomes aware of a conflict or potential conflict should immediately disclose the actual, potential, or perceived conflict of interest, to a supervisor who will outline the measures to be taken to remedy the situation.

USE OF INFLUENCE:

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.

GIFTS, ENTERTAINMENT AND IMPROPER PAYMENTS

Business gifts and entertainment are often customary courtesies designed to build goodwill and constructive relationships among community and business partners. Employees should use good judgment when accepting gifts from customers and/or suppliers to ensure no undue influence affects the performance of their duties in the best interest of the Town.

Any gift given to an employee, whether it is tangible (e.g., gift, swag, gift card, etc.) or consumable (e.g., meal, hospitality, etc.) that exceeds \$50 in value must be reported to the Chief Administrative Officer.

Where possible, and to ensure that no conflict is perceived, employees may wish to share gifts received with others in the department or at the Town (e.g., holiday gift baskets) or politely decline the gift if it seems unusually excessive (e.g., an all-expense paid trip). Employees should discuss with their supervisor any gifts or proposed gifts about which they have any questions or concerns. Employees shall never give nor receive bribes or improper payments for the sake of receiving any business privilege or influence.

GUIDE AND COMPLIANCE TO THE CODE

While the Code of Conduct covers a wide range of business practices and procedures and is a guide for responsible and ethical behaviour, it does not and cannot cover every issue that may arise. When there is uncertainty about actions or decisions, one can ask the following questions to clarify the best course of action:



- Is there a threat or danger to life, health, safety or the environment?
- Does the action comply with the Code of Conduct, our values and policies?
- Is the action legal?

- Is it fair, ethical and morally acceptable? Does the action 'feel' right?
- Could the action be perceived differently or poorly by others?
- Could I justify and defend my actions if asked by my manager, colleagues, outside opinion, and my own conscience?
- Am I doing what I can to prevent, report or stop the potential issue?

If any of the answers to these questions are not clear, it is advisable to seek further guidance and support.

INTERNAL COMPLAINTS

Employees are always encouraged to speak first to their direct supervisor with any questions or concerns related to the Code. Often this is the most effective way of working through an important concern and in solving any problem as quickly and effectively as possible.

In situations that are more difficult or of a more serious or sensitive nature related to the Code of Conduct, or in situations in which the direct supervisor is not an appropriate or trusted contact, employees should contact the CAO.

The Town encourages an open and honest environment in which any problem, concern, complaint, question, or suggestion can be brought forward to senior management for sincere consideration. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner.

RESPECT IN THE WORKPLACE

The Town of Dundurn is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor and the Town of Dundurn.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality sponsored social events. The Town of Dundurn will make every reasonable, practical effort to ensure that no individual is subjected to workplace harassment. The Town of Dundurn will investigate any incidents of harassment and take corrective action to address the incidents.

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential.

When an employee believes that he or she has been the subject of conduct that is in violation of the Town of Dundurn Harassment Prevention and Respectful Workplace Policy, the employee is encouraged where possible:



1. Informal Process

- a) To clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) Attempt to resolve the issue by direct discussion with the offending individual

And may report the matter to the CAO. If the CAO is the accused harasser, then the matter may be reported to the Mayor of the Town of Dundurn. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Town of Dundurn may first try to resolve the issue informally.

2. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the CAO. If the CAO is the accused harasser, then the written report may be submitted to the Mayor. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Town of Dundurn otherwise deems it necessary to do so, the CAO or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Municipality will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

PROCEDURES:

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 CAO, 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
 - the supervisor must immediately advise the CAO
- council or the HR Committee in the case of the CAO

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.



MUNICIPAL EMPLOYEE CODE OF CONDUCT – CORRECTIVE MEASURES

Corrective measures to address actual or potential conflicts of interest:

- review by Administrator/Council/HR Committee;
- employee to disclose specifics of conflict of interest;
- employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;
- action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict, such as:
 - disciplinary letter, copy to be placed in the employee's file;
 - employee training (ethics);
 - short-term suspension;
 - long-term suspension; or
 - termination – consult with solicitor.

Employee Acknowledgement

I have read and have become familiar with the contents of the Town of Dundurn Employee Code of Conduct and will always abide by the Code of Conduct. If I have any questions concerning what is meant by any provisions of the Handbook, then I will talk to my Supervisor to have my questions answered. I agree that I will comply with all terms and conditions contained in the policy and that my failure to comply with such terms and conditions will result in discipline, up to and including the termination of my employment for just cause.

I hereby acknowledge receipt of the Employee Code of Conduct Policy. I understand and agree that I am providing my express consent to the Town's collection, use and disclosure of my personal information and personal employee information, as permitted by applicable law.

I hereby acknowledge that I understand and agree to the Harassment Prevention and Respectful Workplace Policy.

I understand that if I choose not to sign this document, I am still obligated to comply with it.

Employee Signature

Please Print Name

Date