

VILLAGE OF DEBDEN

POLICY NO 2/2016

MUNICIPAL EMPLOYEE CODE OF CONDUCT

January 2016

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MUNICIPAL EMPLOYEE CODE OF CONDUCT**

PRINCIPLES:

Our employees must observe the highest standards of professional conduct in the performance of their duties, regardless of personal consideration. 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 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;
- Set out the corrective measures for unethical conduct; and
- Provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as the ethical appropriateness of that conduct.

COUNCIL RESPONSIBILITIES:

The Council will:

- a) Review the municipality's Code of Conduct as required and make any amendments considered appropriate
- b) Review, consider or take other action concerning any violations of the Code of which are referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal government statutes shall take precedence.

EMPLOYEE RESPONSIBILITIES:

- a) **CONDUCT TO BE OBSERVED** - Employees are agents of the public whose primary objective is to address the needs of the citizens in a manner that is respectful and courteous. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. Employees shall not discriminate against or harass others, including fellow employees, the public, contractors, or members of Council. Employees shall uphold the law and at all times. They should seek to advance the common good of the Village of Debden as a whole while conscientiously representing the communities they serve. Employees are required to perform the functions of their employment truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:

1. Integrity- giving the village's interests absolute priority over private interests;
2. Honesty- being truthful and open;
3. Objectivity- making decisions based on a careful and fair analysis of the facts;
4. Accountability- being accountable to each other and the public for decisions taken;
5. Leadership- confronting challenges and providing direction on the issues of the day.

- b) **RESPECT FOR DECISION-MAKING PROCESS** - All employees recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision making processes of Council is fostered.
- c) **RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED** – 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. Nor shall employees use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. 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.
- d) **GIFTS AND BENEFITS** - No employee shall show favoritism or bias toward any vendor, contractor or others conducting business with the Village of Debden. Employees shall not accept or provide gifts from any vendor or contractor, where it may be perceived to be in exchange for special treatment, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization other than the normal exchange of gifts between persons doing business together. Accepting lunch, small gifts such as caps, mugs, jackets used as promotional items are considered a normal exchange of gifts of doing business together.
- e) **USE OF PUBLIC PROPERTY** - No Employee shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Employees shall ensure that the business of the Village is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.
Technology resources are to be used primarily for municipal business purposes to safeguard and protect the municipality's assets and information. Avoid accessing web sites or engaging in email exchanges that could be deemed inappropriate.
- f) **OBLIGATIONS TO CITIZENS** - No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- g) **INTERPERSONAL BEHAVIOUR** - Employees shall treat every person, including Members of Council, other employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment. Employees shall not make comments that are defamatory in nature about the Municipality, Council, individual Council Members or co-workers.
- h) **COMMUNITY REPRESENTATION** - Employees shall observe a high standard of professionalism when representing the Village and in their dealings with members of the broader community.

CONFLICT OF INTEREST AVOIDANCE:

Employees are committed to making decisions impartially and in the best interests of the Village and recognize the importance of fully observing the requirements of Section 143 of the Municipalities Act with regard to the disclosure and avoidance of conflicts of interest.

Employees must disclose specifics of any conflict of interest.

Employees shall withdraw from participation respecting the matter where conflict of interest or potential for conflict of interest exists.

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.

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 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:

- The administrator for the Village of Debden, in the case of any employee;
- Council, 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. It will be reviewed within 7 business days from date of disclosure. Any reported violation of the Code will be subject to investigation by the Council. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach.

Failure to disclose, may result in, but are not limited to:

- a) Formal Warning
- b) Disciplinary letter, copy to be placed in employees file
- c) Ethics training
- d) Suspension, short term or long term
- e) Termination

