

Rural Municipality of McKillop No. 220

Policy # EMP-002

Policy Title: EMPLOYEE CODE OF CONDUCT

Policy Objective	To ensure employee conduct is appropriate
Authority	Resolution # 163/2017
Supporting Bylaw	
Related Policy(s)	

Legislative Authority:

The Municipalities Act

Employee code of conduct

111.1(1) A council shall cause to be established and made publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.

(2) The conflict of interest rules must:

- (a) set out the types of conduct that are prohibited, including rules prohibiting an employee from:
 - (i) using information that is obtained as a result of his or her employment and that is not available to the public 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; or
 - (ii) using his or her position 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; and
- (b) specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict of interest and the procedure for resolving a conflict.

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Date Approved: May 23 2017

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Policy:

PRINCIPLES:

This Code of Conduct is based on the primary principle that municipal employees must observe the highest standards of ethical conduct in the performance of their duties.

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.

CONFLICTS TO BE AVOIDED:

Every municipal employee is required, as a condition of employment, to avoid situations in which their personal interests conflict, or appear to conflict, with the interests of the municipality, particularly in their dealings with persons doing or seeking to do business with the municipality.

No municipal employee may engage in any conduct or activity that contravenes any bylaws or any other laws in force in Saskatchewan.

No municipal employee may engage in any conduct or activity that might:

- detrimentally 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.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all confidential information acquired in the course of his or her employment with the municipality.

Confidential information includes information that is not part of the public domain, information that is protected by privacy legislation, information that is subject to solicitor-client privilege, and information specifically designated by council as confidential.

It is a breach of this Code of Conduct for a municipal 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.

USE OF INFLUENCE:

It is a breach of this Code of Conduct for a municipal employee to use his or her position with the municipality 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.

SPECIFIC PROHIBITIONS:

It is a breach of this Code of Conduct for a municipal employee to:

- accept gifts, monetary or otherwise, from members of the public or Council members, except gifts presented to the Administration Office or staff in general
- use municipal property and/or assets for other than the conduct of municipal business unless otherwise specifically authorized by Council
- hire family member or personal friend(s) unless there are no other qualified individuals available to fill the position

PROCEDURES:

Municipal employees are expected to comply with this Code of Conduct.

Municipal employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrative Financial Officer) if they are unsure whether their behaviour, circumstances, or interests are in breach of the Code.

Where a municipal employee suspects that he or she is, or may potentially be, in breach of the Code, the employee must disclose a detailed description of the conflict or potential conflict, in writing, to his or her direct supervisor, and the supervisor must immediately advise the Administrator. If the employee in breach is the Administrator, he or she shall make the required disclosure to Council or the Personnel Committee.

Where a disclosure is made, the matter will be treated seriously and in confidence. The Administrator must review the disclosure within five business days from the date the disclosure is made and determine an appropriate corrective measure to address the actual or potential conflict.

CORRECTIVE MEASURES:

A municipal employee who is found to be in breach of this Code of Conduct is required to withdraw from participation respecting the matter where the conflict or potential conflict exists and the Administrator may impose corrective measures to ensure that the conduct or activity does not recur, as appropriate, which may include:

- disciplinary letter, copy to be placed in the employee's file;
- employee training regarding ethics;
- short-term suspension;
- long-term suspension; or
- termination.

APPLICATION OF OTHER CODES OF CONDUCT:

In addition to complying with this Code of Conduct, all staff certified by the Rural Municipal Administrators Association of Saskatchewan (RMAAS) shall abide by the Code of Conduct of the Rural Municipal Administrators Association of Saskatchewan, and a contravention of that Code of Conduct is also a contravention of this Code of Conduct.

In addition to complying with this Code of Conduct, all staff certified by a professional association or professional organization shall abide by the Code of Conduct of the professional association or professional organization, and a contravention of that Code of Conduct is also a contravention of this Code of Conduct.

FORMER EMPLOYEES DOING BUSINESS WITH THE MUNICIPALITY:

A person who ceases to be a municipal employee shall not request information or assistance from municipal employees beyond that which is provided as a matter of course to any member of the public.

No former municipal employee may be engaged in a contract with the municipality during the period of one (1) year following the date on which they ceased to be an employee without the approval of Council.