



TOWN OF LEROY

Policy Title: EMPLOYEE CODE OF CONDUCT	Adopted By: Council Amended By: Council	Effective Date: December 21, 2015 June 27, 2018
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PRINCIPLES:

Our employees must observe the highest standards of 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:

- 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.

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.

We will strive to represent the municipality and the community positively in our conduct and behaviors and commit to demonstrating honesty, integrity and respect in all that we do. This honesty and integrity of the organization demands the impartiality of employees in the conduct of their duties.

All Town of LeRoy employees shall be aware of, and follow in principle, the standards of conduct outlined herein this Employee Code of Conduct. The requirement to comply with these standards of conduct is a condition of employment.

CONFIDENTIALITY:

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.

By recognizing that we are entrusted with information and, where appropriate, accept that we will treat such with a high degree of confidentiality, while balancing the Town of LeRoy's need to be open and transparent. Any information that is released must be in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Local Authority Freedom of Information and Protection of Privacy Act*.

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.

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.

EMPLOYEE BEHAVIOR (PROFESSIONALISM):

Employees interact with clients in receipt of Town services or programs, community agencies, contractors, suppliers, and the general public on a daily basis. Employees must be professional, courteous and objective in all of these interactions.

The Town of LeRoy's employees are its ambassadors and are expected to reflect a professional image at all times. Depending on the nature of the work of the employees, certain attire may not be appropriate. Employees are requested to be mindful of their attire and dress professionally for their job. Each employee must also be conscious of the Town's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behavior and integrity.

As with such external relations, employees must also be professional and courteous with their co-workers. They should be aware that improper behavior in the workplace has a negative effect on others. Examples include bullying behavior, excessive noise, inappropriate office decorations, potentially offensive pictures

and jokes, profanity and demonstrating little or no respect for other's personal belongings. Employees are expected to be reasonable and fair in their expectations of each other, and resolve any conflict in a mature and professional manner.

MANAGEMENT RESPONSIBILITY:

The management of the Town is responsible to ensure every employee is aware of, and act in compliance with, this Code and its related policies. Each employee must complete the Acknowledgement Form attached to this document as Schedule "A".

The management of the Town is accountable for protecting the assets of, and the public trust in, the Town. Management must make every effort to establish and maintain adequate systems, procedures and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias and any other form of wrongdoing.

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:

- His or her direct supervisor, in the case of any employee; or the supervisor must immediately advise the Administrator.
- Council or the Administration Committee 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. 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.

ACCEPTANCE OF GIFTS:

An employee shall not accept a gift, favour or service from any individual, organization or corporation other than the normal exchange of gifts between persons doing business together; or the normal presentation of gifts to persons participating in public functions. The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- The benefit is of nominal value (ie. Under \$100);
- The exchange creates no obligation
- Reciprocation is easy; and
- It occurs infrequently

HARASSMENT:

The Town of LeRoy recognizes the right of every employee to work in an environment that is free from discrimination and harassment, by the employer, agent of the employer, another employee, or any other

person with whom he/she comes into contact in the normal performance of his/her duties. Any such harassment or discrimination will be regarded as a serious offence and is subject to disciplinary action. As such, the Town of LeRoy has separate from this Code of Conduct, a Harassment Policy that forms part of the Policy Manual.

All individuals in the Town of LeRoy workplace are responsible for reporting harassment or discrimination to a manager or supervisor, in order to enable the Town of LeRoy to take appropriate action.

ALCOHOL AND DRUG USE:

Employees must abide by applicable laws and regulations governing the possession or use of alcohol or drugs. The illegal use, sale, purchase, transfer or possession of any restricted or controlled drug, narcotic or any other substance while on Town of LeRoy premises, or during working hours is prohibited and will result in discipline.

It is never permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect performance on the job.

No employee shall be under the influence of any alcohol, controlled substance, narcotic or similar drug during working hours including breaks or lunch periods or while performing their duties.

Similarly, unless it is a Town pre-approved event, the Town prohibits the sale, purchase, transfer, distribution, and unauthorized possession or consumption of any alcoholic beverages by employees while on Town premises or while performing their Town functions.

Employees, who may be experiencing problems related to alcohol and drug use are encouraged to contact the Town office for assistance.

USE OF TOWN PROPERTY AND ASSETS:

Employees will not, except as specifically provided by policy and with approval from Council, or the Public Works committee or the Administrator, use Town property or equipment for activities or purposes not associated with the discharge of official duties.

Employees of the Town of LeRoy are responsible for using information resources in an effective secure, ethical and legal manner.

FRAUD/THEFT:

In general, fraud is an act committed which, through deceit, falsehood and other such behavior, either deprives the Town of LeRoy of its assets, property or other resources (this includes theft), or causes the Town to act to its own detriment or prejudice.

Fraud may include acts committed with the intent to deceive, involving either misappropriation of Town assets, property or other resources or misrepresentation of financial or other information to conceal such misappropriation, by such means as:

- Manipulation, falsification or alteration of records or documents,
- Suppression of information, transactions or documents,
- Recording of transactions without substance, or
- Misapplication of accounting principles.

All employees shall work in accordance with both the Town controls established to prevent fraudulent misconduct and all applicable laws, regulations and government guidelines. All employees shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge or suspicion of fraud to their manager, supervisor, or the Administrator.

All managers are responsible for ensuring that adequate internal controls are in place to prevent and detect fraud. Management is accountable for monitoring employee activity and performance and ensuring all employees are aware of, and in compliance with, controls, policies and procedures.

All confirmed incidents of fraud or theft committed against the Town will be viewed as acts of criminal activity and will be treated accordingly.

PROTECTION OF INFORMATION:

It is every employee's responsibility to ensure that all information collected, produced or obtained in the course of their duties, whether in reports, memos, oral communication or electronic format, is as accurate as possible. No employee shall willfully mislead other employees, Town Councilors or the public, about any issue of the Town's concern.

Only with proper authority will employees give or release to anyone, confidential information acquired in the course of that person's duties within the Town.

The following information must not be used or disclosed, except in accordance with the *Freedom of Information and Protection of Privacy Act* or *Local Authority Freedom of Information and Protection of Privacy Act*.

- Information which is personal,
- Information that constitutes the proprietary information of a third party, individual or group,
- Might reasonably be regarded as having been disclosed to the employee in confidence,
- Is of a sensitive nature, or
- Imparts to the person in possession of such information an advantage not available to the public generally.

Employees should consult with the Administrator or Town Council if clarification is required. All employees of the Town of LeRoy must take steps that are reasonable in the circumstances to ensure that confidential client information is protected against theft, loss, unauthorized use or disclosure and that records of personal information are protected against unauthorized copying, modification or disposal. The Town is committed to upholding the administrative, technical and physical safeguards that are consistent with established industry standards and practices and which are directed at effectively addressing any threats and risks to maintaining the highest standards in privacy and safeguarding personal information. Information acquired through employment with the Town may not be used or disclosed in any personal external activity.

No employee shall benefit, either directly or indirectly, from the use of information acquired during the course of official duties that is not generally available to the public.

The Town records are available to employees on a “need to know” basis, and the security of such information must be maintained. Personal information controlled by the Town must be used or disclosed in compliance with the *Freedom of Information and Protection of Privacy Act or Local Authority Freedom of Information and Protection of Privacy Act*.

The *Freedom of Information and Protection of Privacy Act or Local Authority Freedom of Information and Protection of Privacy Act* allows employees to use personal information if they require that information to carry out their duties, and if the affected individual reasonably expects that their personal information would be used this way.

These guidelines extend beyond an employee’s current relationship with the Town. For example, employees should not divulge to the Town any confidential information obtained from their former employer. Similarly, when an employee leaves the employment of the Town, they are not to disclose information that could be detrimental to the Town, individual or firm owning the information.

MEDIA AND PUBLIC RELATIONS:

Communications with the media and the public will be conducted so that all information originates from an authoritative source within the Town. Prior approval from management for any media comments or public relations activities is required.

Similarly, the employee must use caution to ensure that the Town’s interests are not compromised in any way, either by use of Town letterhead, E-mail addresses or by any other implication.

When participating personally in external or internal social media, employees should do so responsibly as they could be considered to represent the Town both inside and outside of work.

Employees should consider the potential impact their comments may have on the Town’s reputation, and be guided by the values and the standards set out in the Code. Social media is not an appropriate venue to express concerns about the employer, any agent of the employer, another employee, or any other person with whom an employee comes into contact in the normal performance of his/her duties.

VIOLATION OF CODE OF CONDUCT:

The Town of LeRoy’s references to guidelines and policies, as well as related expectations, re-affirms the Town’s commitment to honesty, integrity, and professionalism in delivering services to the public. Maintaining residents’ confidence and trust in municipal government and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.

Every employee is expected to be aware of, and act in compliance with this Code and its related policies. Violation of these principles is a serious matter and will be dealt with as such by the Town. Any employee, who has contravened these requirements, including the “reporting allegations” obligation to report any knowledge of wrongdoing, shall be subject to appropriate disciplinary action (up to and including dismissal). Any employee under investigation may be suspended with or without pay or may be re-assigned to other duties pending completion of the investigation, depending on the particulars or the case and the best interest of the Town.

REVISIONS:

The Town of LeRoy's Employee Code of Conduct is a dynamic document meant to reflect our changing needs, realities and responsibilities. Therefore, as the Town evolves and new issues arise, the Code of Conduct will be reviewed and modified to reflect the current environment.

Schedule "A": Acknowledgement Form

I have read and understand the Employee Code of Conduct for the Town of LeRoy.

Name: _____

Position: _____

Signature of Employee:

Date:

Signature of Parent or Guardian
(If employee under the age of 18, parent or
Guardian must sign also)

Date: