

## **VILLAGE OF LANG**

### **Bylaw # 2016-02 MUNICIPAL EMPLOYEE CODE OF CONDUCT**

#### **VILLAGE MISSION**

The delivery of quality services to residents of the Village of Lang in an efficient and cost-effective manner.

#### **OUR VALUES**

☐ Honesty & Integrity ☐ Professionalism ☐ Accountability ☐ Focus on Results

#### **POLICY STATEMENT**

The code of conduct recognizes implicitly that an employee of the municipal corporation is entitled to the same basic rights of freedom afforded to all citizens. Employees shall abide by the provisions of the Human Rights Code and, in doing so, shall treat every person with respect and dignity.

Employees will strive to represent our organization and the community positively in our conduct and behaviours and commit to demonstrating honesty, integrity and respect in all that we do.

#### **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.

## **EMPLOYEE RESPONSIBILITY**

Employees of the Municipality must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained. The Municipality and all its employees must be above suspicion and beyond reproach, and must be perceived in this manner.

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.

## **EMPLOYEE BEHAVIOUR (PROFESSIONALISM)**

Employees interact with clients in receipt of municipal 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 Municipality'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 employee, 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 Municipality's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behaviour and integrity.

As with such external relations, employees must also be professional and courteous with their co-workers. They should be aware that improper behaviour 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.

Every employee is expected to be aware of and act in compliance with this code.

## **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.

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.

## **CONFLICT OF INTEREST**

A conflict of interest occurs when in the interest of an employee's duties; the employee is called upon to deal with a significant matter in which the employee has a direct or indirect personal and or financial interest.

## **HARASSMENT**

The municipality 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. All individuals in the municipal workplace are responsible for reporting harassment or discrimination to a manager or supervisor.

## **EMPLOYMENT OF FAMILY AND PERSONAL FRIENDS**

An employee's immediate family may work for the municipality provided there is no opportunity to exercise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

## **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.

By way of example, promotional items of nominal value (e.g. mugs, hats, shirts, pens) are considered acceptable.

Similarly, employees who are asked to speak publicly to an organization or professional association may accept a small honorarium or gift provided it is reasonable under all of the circumstances. In cases where employees are asked to speak or make presentations to share information with colleagues, it may also be permissible to accept the offer of travel and/or accommodations.

## **NEGLIGENCE**

Negligence in the performance of duties shall include blatant disregard and violation of the municipality's policies and procedures.

## **INSUBORDINATION**

Insubordination shall include refusal to carry out direction given by a supervisor.

## **MISUSE OF LEAVE**

Misuse of leave and unsatisfactory attendance shall not be tolerated.

## **THEFT AND/OR DISHONESTY**

Theft shall include taking municipal or other employees' property. Dishonesty shall include falsifying records for any reason. Salvage materials located on municipal property or owned by the municipality are considered municipal property.

## **ALCOHOL AND DRUG USE**

Employees must abide by applicable laws and regulations governing possession or use of alcohol or drugs.

It is not 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 their performance on the job.

## **USE OF MUNICIPAL PROPERTY**

Employees must not use the municipality's property, vehicles, equipment, supplies, or services for activities not associated with the discharge of official duties.



Employees shall not use the municipality's property, vehicles, equipment, supplies or services for personal gain.

This general rule will be subject to exceptions:

If the personal use of the Municipal property is provided as part of employment or duties and the personal use is:

- Approved by council;
- Contained in an official job description; or
- Within an employment agreement.

## **POLITICAL AND COMMUNITY ACTIVITIES**

To ensure public trust in the municipality, employees must be, and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.

Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.

Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

The municipality encourages employees to take part in community activities. However, it is important to bear in mind that such service may, at times, place the employee in a real or perceived conflict of interest situation. As a member of a community board or external committee, the employee must continually assess their involvement and expected decision-making responsibilities in light of their employment with the municipality.

## **BUSINESS DEALINGS**

Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.

Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the municipality.

## **BREACH OF CODE OF ETHICS – PROCEDURES**

Municipal employees are encouraged to seek clarification from their Supervisor or Administrator if they are uncertain as to the appropriateness of their existing or contemplated conduct.

Complaints or inquiries concerning the ethical conduct of any municipal employee shall be made in writing to the Supervisor or Administrator. All complaints or inquiries will be treated as confidential.



Employees will be expected to resolve any determined non-compliance with the Code to the satisfaction of the municipality. Employees may promote any unresolved dispute arising out of this Code through their Supervisor; failing that, the Chief Administrative Officer; and failing that, the Personnel Committee or Mayor and Council in the event such a committee does not exist. Where it has been determined that the conduct referred to the Personnel Committee or Mayor and Council does breach the Code of Ethics, the complainant and the employee shall be so advised in writing. Council may also instruct the employee to divest himself/herself of the outside interest or transfer it to a trust or take disciplinary action.

## **ENFORCEMENT AND DISCIPLINARY PROCEDURE**

The municipality strives to create a long-term relationship with its employees. Our primary goal is to provide a positive environment through training, development and strong management that will allow both the employee and the municipality to achieve excellence. For those employees that do not meet this expectation, a fair and constructive discipline procedure has been developed that encourages improved performance in the workplace.

The authority to discipline is entrusted to immediate Supervisors, and / or the Administrator. Discipline is intended to be constructive in correcting an employee's unacceptable conduct or habits.

The Supervisor or Administrator will promptly act on an identified deficiency or complaint regarding performance or conduct. The supervisor or Administrator will investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. This information will be reported to the Personnel Committee or Mayor and Council. The Personnel Committee or Mayor and Council shall discuss the deficiency or complaint with the Employee and if necessary decide on the appropriate level disciplinary action. Depending on the severity of the problem and its history, one of several actions might be taken;

☐ Verbal reprimand ☐ Written reprimand ☐ Suspension (with or without pay) ☐ Dismissal

Acute offences are those that are clearly identifiable and call for immediate reaction. An example of an acute offence is a misappropriation of funds. For these, the penalty may be applied without delay, up to and including dismissal. Chronic offences involve a continuing pattern of less serious infractions, such as persistent lateness or substandard work. These offences may be more appropriately handled by working through the various levels of discipline.

## 1 Coming Into Force

- 1 This Bylaw shall come into force and take effect on its passing.

[SEAL]



A handwritten signature in blue ink, appearing to be "D. Lang", written over a horizontal line.

Mayor/Reeve

A handwritten signature in blue ink, appearing to be "Doreen Winger", written over a horizontal line.

Administrator

Read a third time and adopted

This 14 day of Jan, 2016

A handwritten signature in blue ink, appearing to be "Doreen Winger", written over a horizontal line.

Administrator