

**TOWN OF GRAND COULEE
EMPLOYEE CODE OF CONDUCT
BYLAW 06-2019**

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1. PRINCIPLES AND PURPOSE

1.1 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 reputation of the Town;
- 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 Town's ability to efficiently manage and direct its operations.

1.2 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 Town employees;
- provide a means for Town 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.

2. EMPLOYEES

2.1 CONFIDENTIALITY:

Every Town 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.

2.2 USE OF INFLUENCE:

The Town 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

2.3 IMPARTIALITY:

Every employee must perform their duties in an impartial manner. No employee shall grant any special consideration, treatment of advantage in matters related to their employment to any resident or business beyond that which is available to any other resident or business.

2.5 INTREGRITY:

Ultimately, ethical behavior relies on the diligence of the individual. However, since a breach of ethics impacts not only on the individual but also the corporation, a code of conduct is the means by which the municipality acknowledges their responsibility in this area, as well as, their responsibility to provide clarity to their employees on what would be considered inappropriate behavior.

Without restricting the scope of this policy, the following shall be considered breaches of the Code of Conduct:

1. Conduct in one's private life or employment activities which harms the Town's reputation or renders the employee unable to perform his or her duties satisfactorily, such as by way of creating an actual or perceived conflict of interest;
2. Care must be exercised in the development of personal relationships or friendships with any group or individual over whom the employee has the direct and exclusive authority to approve of or influence a matter directly concerning them;
3. Unless otherwise authorized, to use or permit the use of Town vehicles, equipment, materials or property for purposes other than Town business;
4. To solicit patronage from elected town authorities to further his or her personal interests or the interests of others, to the extent that any other citizen could not receive;
5. To intentionally falsify any of the Town records.

3. PROCEDURES

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the Town'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 Personnel 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.

If an employee fails to disclose a conflict or potential conflict, action to be taken by Town Administration may include:

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

4. COMING INTO FORCE

This bylaw shall come into force and take effect on November 12, 2019

5. BYLAW REPEALED

Bylaw 07-2016 is hereby repealed.

[SEAL]

Mayor

Administrator

Read a third time and adopted
this 12th day of November, 2019

Administrator