

**Village of Caronport
MUNICIPAL EMPLOYEE CODE OF CONDUCT
Revised May 2018 Resolution 2018-131**

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties to ensure that public confidence and trust is maintained. Employees will strive to represent the Village of Caronport positively in conduct and behaviors and commit to demonstrating honesty, integrity and respect in all they do.

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.

Every employee is expected to be aware of and act in compliance with this code. Violation of the following principles is a serious matter and will be subject to the appropriate disciplinary action as decided by Council in compliance with Saskatchewan Labour Standards.

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.

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 Village of Caronport while balancing the municipality'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. The classification of confidential information is a matter of administrative discretion and includes 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:

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 grant any special consideration, treatment or advantage in matters related to his or her employment to any citizen or business beyond that which is available to any other citizen or business.

GIFT AND BENEFITS:

Employees must determine if a gift or benefit received was given with any expectations whatsoever that the employee will either currently, or at some point in the future, take some action that will benefit the giver of the gift. Employees are expected to refuse such gifts.

USE OF MUNICIPAL PROPERTY:

An employee must not use the Village of Caronport's property, equipment, supplies or services for activities not associated with the discharge of official duties or use the abovementioned for personal gain.

OUTSIDE EMPLOYMENT:

The following shall be considered breaches of this Code of Conduct:

- where the outside employment or activity is performed in such a way as to give the impression that the employee is acting in an official municipal capacity or holding himself or herself out as representing an official municipal point of view; and
- where any employee uses his or her position to solicit business on his or her own account during regular working hours for the municipality
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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 Council 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 Council.

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.

Employees shall report to work in a clean and sober state without having any substances in their systems which have the ability to impair the employees in any capacity. Employees should expect the potential for alcohol and drug testing when there is suspicion of impairment upon the request of Mayor and Council. Such a violation could result in suspension or termination.

REPORTING ALLEGATIONS:

Any suspected fraud, breach of trust or other wrongdoing by another employee must be reported to Council. Every effort will be made to protect the confidentiality of such information. All employees must co-operate fully during an investigation of suspected wrongdoing. Reprisal against anyone who is a witness or is involved in such investigations is prohibited. When in doubt about the interpretation or application of this Code, clarification should be sought from Council or designate.