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Title: Employee Code of Conduct Policy	Date Approved: January 9, 2024
Policy #: HR 04-2024	Council Resolution #: 16-2024
Department: Human Resources	Revision:
Rescinds:	

PRINCIPLES:

The Town of Carberry strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the municipality.

As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

PREAMBLE:

This Code of Conduct operates in addition to other policies, regulations and administrative directives for employees, as may be determined from time to time by council or the chief administrative officer.

Where any provision of this Code is inconsistent with a collective agreement or employment contract that applies to that employee, the provision of the collective agreement or employment contract applies.

DEFINITIONS:

Assets include, but are not limited to, municipal buildings and land, equipment, supplies, vehicles, materials, electronic networks, and financial assets.

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the municipality, and includes their designate.

Code means the Municipal Employee Code of Conduct established and approved by council.

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.

Dependant means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee, and has the same meaning as in *The Municipal Council Conflict of Interest Act*.



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Employee means any person employed by the municipality, and includes the CAO, designated officers, full time, part time, contract, or casual employees, including volunteers.

Municipality means the Town of Carberry

SCOPE:

This code applies to all employees of the municipality.

USE OF CONFIDENTIAL INFORMATION:

Employees may have access to confidential information during the course of their duties and responsibilities.

Employees are expected to keep information confidential, until the information is available to the general public.

Employees must not use confidential information concerning the affairs of the municipality to advance their personal interests, their dependants' interests, or the interests of any other person.

USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process. Employees must not use their positions to give anyone preferential treatment that would advance their own interests, or that of any member of the employee's family, friends or business associates.

Employees who have a financial interest in a municipal contract, sale or other transaction, or knowingly have family members, friends (individual with whom the employee has a close personal relationship) or business associates with such interests, must not participate in any discussion, evaluation or recommendation with respect to the matter.

ACCEPTANCE OF GIFTS:

Citizens' perception of the integrity of the municipality and its employees is important. Employees must avoid real or perceived appearances of impropriety with organizations or businesses that do business with the municipality.

Employees must not accept gifts, favours or other benefits (eg. hospitality or entertainment) that are connected directly with the performance of their duties or responsibilities, from any person who is directly or indirectly involved in any business relationship with the municipality.



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Gifts, favors or benefits that are part of a normal exchange between persons doing business or part of a public function are permitted.

USE OF MUNICIPAL PROPERTY AND ASSETS:

Municipal property and assets belong to the community as a whole and must only be used by an employee to perform work related duties and responsibilities, or for community activities that are authorized by council.

Personal use of municipal property and assets by an employee are permitted only if authorized by council. Generally, personal use of municipal property and assets will only be permitted if they are also available to be used by the public.

Municipal property and assets in the care of an employee must be protected and kept secure at all times.

POLITICAL AND COMMUNITY ACTIVITIES:

All employees have the right to take part in political and community activities. Employees need to ensure that participation in such activities does not place them in a real or perceived conflict of interest.

Employees may only participate in political activities (e.g. actively campaign or solicit funds for a political party or candidate) outside work hours and without using municipal property, assets or resources.

Employees engaged in community activities must continually assess their involvement and expected decision-making responsibilities in light of their employment with the municipality.

FAMILY AND PERSONAL RELATIONSHIPS:

The municipality strives to be fair, objective and transparent at all times. Municipal employees must ensure that their family and other personal relationships and their official duties are independent of each other.

As with all other areas of municipal business, it is expected that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. At times, this may require reporting relationships to be revised to ensure employees are not supervised directly or indirectly by a close family member.

Employees must not give preferential treatment to family or any other person with whom the employee has a personal relationship.



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OUTSIDE WORK OR BUSINESS ACTIVITIES:

Employees are committed to ensuring the municipality's success in delivering services to citizens effectively and efficiently, and must act in the best interests of the municipality.

Employees must ensure that they avoid any outside employment or business activities:

- that interfere with the performance of an employee's duties;
- in which the employee has an advantage or appears to have an advantage as a result of their employment with the municipality;
- that will or might appear to influence or affect the employee in carrying out their municipal duties;
- that requires or involves use of municipal property or assets;
- that is contrary to the interests of the municipality.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the CAO if they are unsure whether their behavior, circumstances or interests contravene the Code.

Where an employee suspects that they are, 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. The supervisor must immediately advise the CAO.
- council or the Personnel Committee in the case of the CAO

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.

An employee who fails to disclose an actual or potential conflict may be subject to discipline.

REVISIONS:

Council may, at its discretion and by resolution, amend the Code.