

RURAL MUNICIPALITY OF LAKE LENORE No. 399
MUNICIPAL EMPLOYEE CODE OF CONDUCT

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 bylaws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his/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.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his/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/her employment and that is not available to the public to:

- further, or seek to further, his/her private interests or those of his/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/her position to seek to influence a decision of another person so as to:

- further, or seek to further, his/her private interests or those of his/her family; or
- seek to improperly further another person's private interests.

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 senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he/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/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.

CONFLICT OF INTEREST:

Every municipal employee shall avoid situations in which the employee has a personal interest sufficient to influence or appear to influence the objective exercise of that employee's authority. When an employee is, or believes he or she may be, in a position of conflict of interest with regard to the RM, the employee should disclose this to their Supervisor, or in his/her absence, to the Administrator, and refrain from exercising his/her authorities relevant to the conflict until duly authorized.

A municipal employee must refrain from accepting gifts and benefits from firms or individuals that is greater than \$50 in value.

Municipal employees must not place themselves in a position where they are under an obligation to favour an individual or firm.

There is a role for "moderate hospitality". Employees should consult with their supervisor to determine whether or not a specific gesture constitutes moderate hospitality.

Employees shall reveal and not participate in any decision or promotion or make any recommendation to their Supervisor, Committee or Council in which they or their family has a direct financial interest, except as a resident of the municipality.

USE OF MUNICIPAL PROPERTY:

An employee must not use the municipality's property, equipment, supplies or services for activities not associated with the discharge of official duties unless the Supervisor/Administrator has granted proper authorization.

Employees shall not use property, equipment, and supplies or services owned or leased by the RM for personal gain.

OUTSIDE ACTIVITIES OR EMPLOYMENT

An employee will use his/her position with the RM solely for the gain and service of the municipality and no to secure advantage, benefit, favour, or services directly or indirectly for self, spouse or children.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Ethics:

- where outside employment or activities reduce to an unacceptable level the interest or energy an employee devotes to his/her duties;
- where outside employment is performed in direct competition with services provided by the RM; or
- where an employee uses his/her position to solicit business for personal gain during regular working hours for the RM.

Employees are expected to report to work in a fit condition to carry out their work duties. Employees reporting for work in an unfit condition will be sent home without pay. The RM considers as being unfit if an employee is under the influence of alcohol or other substances which may cause them to be otherwise unfit. This may include legal medications which impair ones effectiveness and/or judgement and those other substances which are illegal. Consumption of alcohol or illegal substances during working hours and on RM property is strictly forbidden.

Employees having left the employment of the RM shall not use or cause to be used any privileged or sensitive information gained or otherwise obtained by their employment for personal gain or advantage to gain other employment. The RM will take whatever is deemed appropriate action in such instances.

FINANCIAL TRANSACTIONS:

Every municipal employee must adhere to RM bylaws and policies regarding any municipal financial transaction. Employees shall reveal and not participate in any decision or promotion or make any recommendation to their Supervisor, Committee or Council in which they or their family has direct financial interest, except as a resident of the municipality.

Disposal of municipal property, assets or services shall be in compliance with RM policies. At no time shall this benefit any individual employee or group of employees.

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 RM.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Ethics:

- to use confidential information, which is not available to the general public and to which, the employee has access by reason of his/her personal interests or the interests of others;
- to disclose to unauthorized persons confidential information to which the employee has access by reason of his/her employment with the RM.

POLITICAL ACTIVITY:

Municipal employees are to be allowed as great a measure of political rights as can be reconciled with the need to ensure the fact and appearance of impartiality in the performance of their duties with the

RM. The point at which an appropriate balance can be struck in my particular case depends primarily on the nature and level of the employee's responsibilities.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Ethics:

- use the authority or influence of his/her position with the RM on behalf of a political party or candidate;
- to engage during working hours in any activity for or against a political candidate.

PUBLIC COMMENT:

Queries from the public and the media are to be referred to management personnel. Relations with the media shall be conducted as such that only factual and objective information related to policies adopted by Council shall be transmitted. Employees must refrain from putting forth speculative or subjective insights.

Employees should not assume that any unethical activities not covered by or specifically prohibited by the Code are permissible.

VIOLATION OF CODE OF ETHICS – PROCEDURES:

Municipal employees are encouraged to seek clarification from their Supervisor or the 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 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 RM. Employees may promote any unresolved dispute arising out of this Code through their Supervisor; failing that, the Administrator; and failing that, the Reeve and Council.

Where it has been determined that the conduct referred to the Reeve 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.

DISCIPLINARY PROCEDURE:

The RM of Lake Lenore 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 RM 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 the Administrator. Discipline is intended to be constructive in correcting an employee's unacceptable conduct or habits.

The Administrator will promptly identify that a deficiency exists in performance or conduct. The Administrator will investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. The individual will be informed of the problem and given a chance to discuss it with his

or her supervisor. 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.

ADOPTED BY RESOLUTION OF COUNCIL #284-15
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