

**TOWN OF
AMHERSTBURG**



**POLICY NO.: C00- 00 CODE OF CONDUCT
POLICY FOR STAFF/EMPLOYEES**

SOURCE:

SECTION:

DATE ENACTED: December 10th, 2007

DATE OF AMENDMENT:

1.0 Introduction

This Code of Conduct is designed to describe the *manner* in which Employees should treat one another, Elected Officials, and the general public they come into contact with in representing the Town of Amherstburg.

2.0 Corporate Principles

The Town's Corporate Principles identify how we will work together and with others, and are listed below:

- Fair
- Honest
- Ethical
- Trustworthy
- Confidential
- Consistent

3.0 Roles and Responsibilities

Duties of All Employees

All Town Employees must perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Town of Amherstburg.

4.0 Protocol Related to Conduct

An employee shall not:

- engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of the employee's official duties.
- circumvent the guidelines of the Procurement Policy at any time.
- be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment.
- give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise.

- deal with an application to the Municipality for a loan, grant, award, or other benefit which involves themselves or immediate relatives.
- be in a position where the employee could derive any direct or indirect benefit or interest from any contracts about which the employee can influence decisions.
- benefit from the use of information acquired during the course of official duties that is not generally available to the public.
- engage in any outside work or activity or business undertaking:
 - that interferes with the employee's employment with the Town;
 - in which the employee has an advantage or appears to have an advantage derived from employment at the Town;
 - in a professional capacity that will or might appear to influence or affect the carrying out of duties as a municipal employee.

5.0 Employee Conduct with Elected Officials, Co-Workers and Public

An employee shall:

- be professional and courteous with their co-workers and the general public.
- be aware that improper behaviour in the workplace has a negative effect on others and the public.

Examples include excessive noise, inappropriate office decorations, potentially offensive pictures and jokes, profanity, practical jokes that may cause physical harm (i.e. pulling someone's chair from under them) and demonstrating little or no respect for other's personal belongings. These examples are not exclusive of the Human Resources Harassment Policy.

- Be respectful of Elected Officials, Supervisors, Managers and other Town employees and in doing so will not publicly criticize their Employer, Supervisor, Managers or other Town employees.

Any contraventions will be dealt with internally with an employee's Union Representative where applicable and in accordance with Human Resources Policies.

6.0 Employee Conduct with the Media and Other Communications

The Mayor or the Mayor's designate is the official spokesperson for the Town position.

Town letterhead may be used when the Employee is representing the Town and the Town's official position. Town letterhead shall not be used for correspondence of a personal nature.

7.0 Political and Community Activities

Town Employees wishing to run for Federal and Provincial office must follow the current provisions as set out in the Municipal Act.

No full-time or part-time permanent Municipal Employee shall be appointed to serve on a Municipal Board, Commission or Committee unless appointed as an Administrative Representative. Should a member of such body subsequently be employed by the Town in a permanent capacity, they will be deemed to have resigned their position. This condition does not apply to part-time or term employees employed for a period of six months or less.

8.0 Use of Municipal Property and Assets

Employees shall only use the Town's property for activities associated with the discharge of their duties.

9.0 Conflict of Interest and Personal Relationships

A conflict of interest occurs when, in the course of duties, the Employee is called upon to deal with a matter in which the Employee has a direct or indirect personal and/or financial interest. Any such conflict is to be brought to the attention of the Department Head immediately.

10.0 Gifts, Perks and Entertainment

Employees must discharge their duties and make administrative decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favours, hospitality or entertainment.

Employees must avoid both the reality and the appearance of impropriety with organizations and individuals with whom they conduct business. It is recognized that hospitality may be acceptable within strict limits and an employee may pay for or accept customary hospitality, such as meals, provided the expense is reasonable, infrequent, and can be seen as legitimately serving a business purpose related to the responsibility level of the employee.

11.0 Harassment

The Town is committed to providing Employees with a work environment free from unlawful discrimination or harassment, and promotes an atmosphere that respects the dignity, self-worth and human rights of every individual.

No form of harassment, including either sexual or personal harassment, will be tolerated, whether it involves Employees, Elected Officials, or members of the public.

Any Employee confronted with or aware of harassment of any nature will report same to their immediate Supervisor or Department Head.

12.0 Alcohol and Drug Abuse

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

Employees will not attend to their responsibilities while under the influence of alcohol, drugs or other similar substances.

13.0 Moonlighting

All employees must abide by the Human Resources Policy pertaining to Employee Conflict of Interest- Moonlighting.

14.0 Fraud and Theft

Fraud and Theft related to employment may include acts committed with the intent to deceive, involving either misappropriation of municipal assets, property, or other resources.

All employees shall work in accordance with both municipal controls established to prevent fraudulent misconduct and all applicable laws. Fraud and Theft are Criminal Acts and any employee penalty will be determined by the Criminal Code.

15.0 Confidential Information

The following information must not be used or disclosed, except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA")*:

- information which is personal,
- information that constitutes the proprietary information of a third party, individual or group,
- might reasonably be regarded as having been disclosed to the Employee in confidence,
- is of a sensitive nature, or imparts to the person in possession of such information an advantage not available to the public generally.

No Employee shall benefit, either directly or indirectly, from the use of information acquired during the course of official duties that is not generally available to the public.

Personal information controlled by the Town must be used or disclosed in compliance with the MFIPPA.

Employees must protect the following examples of information regarding the Town and others from illegal and unauthorized use:

- client records,
- information contained in business strategies and plans,
- pending proposals or contracts,
- estimates prior to tender openings,
- unannounced services,
- research results,
- financial data and projections,
- proposed acquisitions and divestitures,
- computer programs and software,
- professional expertise, or
- inventions.

When an employee leaves the employment of the Town, they are not to disclose information that could be detrimental to the Town, individual or firm owning the information.

16.0 Violation of the Code of Conduct

Any violation of the Code of Conduct will be addressed with the Human Resources Department who will facilitate the complaint.

17.0 Revisions

This policy will be reviewed on an 'as needed' basis by the Senior Management Team for report to Council in open session.