

Code of Ethics for Employees Policy

Policy Name:	Code of Ethics for Employees Policy
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Accountability:	County Manager or Designate
Approver:	County Council
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Purpose

The purpose of this policy is to assist Lac Ste. Anne County employees in maintaining standards of behaviour related to their employment, such that the employee neither uses, nor appears to use, his or her position to gain personal benefit not available to other persons. These standards of behaviour must meet Lac Ste. Anne County Council's specifications, while respecting the rights of individual employees.

Policy Overview

To ensure orderly operation, provide the best possible work environment, and encourage the provision of high quality service to County residents, Lac Ste. Anne County expects all employees to conduct themselves in a manner that protects the interests and safety of all employees, County residents, and Lac Ste. Anne County. All employees are expected to further the objectives of the County and to abide by the policies, rules, and regulations established and approved by Lac Ste. Anne County Council. All employees are expected to conduct themselves in a professional manner and fulfill their duties with courtesy, honesty, respect, integrity, diligence, and competency. This includes the requirement of employees to apply themselves fully to the duties of their position during work hours and to respect confidentiality. Employees must refrain from outside activities which bring Lac Ste. Anne County directly into disrepute or compromise the reputation of the County. All employees are expected to conduct themselves in a manner consistent with the purpose set out within this policy.

The Code of Ethics covers:

- Employment outside of municipal services;
- Other business interests;
- Dealings with relatives;
- The misuse and disclosure of confidential information gained in the course of County duties;
- Criminal offences;
- Public statements;

- Acceptance of gifts;
- Political activity;
- Use of County assets;
- Discrimination and harassment;
- Respect for others; and
- A grievance or appeal procedure regarding any penalties imposed for violation of this Code of Ethics.

Guidelines

1. *Outside Employment/Business Interests*

- 1.1. County employees may be employed or operate a business outside of normal working hours, providing that the outside employment or business is not in direct conflict with Lac Ste. Anne County and does not interfere with the duties of the employee.
- 1.2. Outside employment or business interests must not overlap with the employee's duties to Lac Ste. Anne County.
- 1.3. Employees with a monetary interest in any business that may deal with Lac Ste. Anne County must register this interest with the County Manager, who, in turn, shall inform the person responsible for purchasing the service or materials.
 - 1.3.1. If said person wishes to utilize the business in which the employee(s) has monetary interest, County Council approval is required, prior to proceeding with the purchase.
 - 1.3.2. The requirement for County Council approval ensures that all dealings with such a business are open to public scrutiny.

2. *Dealings with Relatives*

- 2.1. County employees shall not have any monetary dealings with family members (spouse, father, mother, brother, sister, son, daughter, or any in-law or common-law). Any County business with an employee's relative shall be conducted by either the employee's supervisor or by another departmental employee.

3. *Misuse of Confidential Information*

- 3.1. An employee may not benefit, personally or financially, from confidential information of which they become aware as a result of their duties of employment.

4. *Release of Confidential Information*

- 4.1. County employees shall hold in strict confidence all information concerning matters deemed confidential. Employees shall neither directly nor indirectly release, make public, or in any way divulge any information which is deemed to be confidential, unless expressly authorized by Council, the County Manager, or required by law to do so. Confidential information includes:

- 4.1.1. Any aspect of in-camera deliberations;
- 4.1.2. Information identified as confidential within the provisions of the Freedom of Information and Protection of Privacy Act; and
- 4.1.3. Information subject to solicitor-client privilege.

5. Criminal Offenses

- 5.1. Employees are expected to obey and observe the laws of the Federal, Provincial, and Local Governments. If convicted of an indictable or hybrid criminal offence, an employee must advise the County Manager.

6. Public Statements

- 6.1. Employees are obligated to put into practice and publicly support all decisions of County Council, Management, and Administration. Public Statements made by employees must not criticize or interfere with Council and/or Council decisions.

7. Acceptance of Gifts

- 7.1. No County employee shall solicit or accept a reward, gift, or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of their position. Employees are not precluded from accepting:
 - 7.1.1. Rewards, gifts, or benefits not connected with the performance of their employment position;
 - 7.1.2. Political contributions that are accepted in accordance with applicable law;
 - 7.1.3. Reasonable quantities of food and beverages at banquets, receptions, ceremonies, or similar events;
 - 7.1.4. Services provided without compensation by persons volunteering their time;
 - 7.1.5. Food, lodging, transportation, and entertainment provided by other levels of governments or by other local governments, boards, or commissions;
 - 7.1.6. A reimbursement of reasonable expenses incurred in the performance of their duties;
 - 7.1.7. Token gifts, such as souvenirs, mementos, and commemorative gifts, that are given in recognition of service or for attending an event; or
 - 7.1.8. Gifts received as an incident of protocol or social obligation, which normally and reasonably accompany the responsibility of office.
- 7.2. Employees shall not accept invitations from contractors, or potential contractors, to the municipality to attend special events (concerts, sporting events, golf

games, etc.) that may be viewed as creating an unreasonable level of access or indebtedness.

8. Political Activity

- 8.1. An employee's political activity shall not be restricted unless the following applies:
 - 8.1.1. The employee's performance of the official duties of their position are affected by political activity, resulting in a reduction of public confidence in the employee;
 - 8.1.2. The political activity significantly reduces the time available to the employee to devote to his or her municipal duties (e.g. elected to the Legislative Assembly); or
 - 8.1.3. Conflicts of interest arise between the County and another elected body serviced by the employee (i.e. neighboring municipality).

9. County Vehicles, Equipment, Building, and Materials

- 9.1. Employees shall utilize County vehicles, equipment, and buildings for County business only, and not for private or personal use or in the interest of a separate employer or business venture.
- 9.2. Employees shall not take or give away any County owned materials (new or used).

10. Discrimination and Harassment

- 10.1. County employees shall not discriminate against anyone on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, sexual identity, gender identity, age, record of offences, marital status, same-sex partnership status, family status, or disability.
- 10.2. For more detailed information regarding bullying and harassment, employees may refer to Respectful Workplaces Policy.

11. Respect for Others

- 11.1. County employees shall, at all times, demonstrate respect for others. "Others" may mean fellow employees or members of the public.
- 11.2. Treating all people with respect, dignity, and fairness is a fundamental expectation for all County employees and contributes to a safe and healthy work environment.
- 11.3. County employees will be open, tactful, and respectful in dealings with others, including those who hold different opinions, and will display good interpersonal skills.

12. Consequences for Breach of Policy

- 12.1. Violation of any aspect of the employee Code of Ethics may result in disciplinary action, in accordance with the County's Performance Management and Progressive Discipline Policy.

Definitions

Family Members are herein delineated to include spouses, parents, siblings, children, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and common-law partners.