



**TOWN OF TISDALE**

**MUNICIPAL EMPLOYEE CODE OF CONDUCT**

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**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 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.

**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 or 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 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.

## **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 or her position to seek to influence a decision of another person so as 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.

## **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 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:

- his or her direct supervisor, in the case of any employee; or
- Mayor and Council 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.

The following focus areas shall formulate the Town's Code of Conduct:

## **USE OF MUNICIPAL PROPERTY**

Employees must not use the Town's property, vehicles, equipment, supplies or services for activities not associated with the discharge of official duties.

Employees shall not use the Town's property, vehicles, equipment, supplies or services for personal gain.

## **POLITICAL ACTIVITY**

Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.

Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

## **BUSINESS DEALINGS**

Employees shall not engage in any outside work or business dealing that interfere with the performance of their regular duties.

Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the Town.

## **MEDIA RELATIONS**

Relations with the media shall be conducted so that only factual and objective information related to policies adopted by Council is transmitted. Employees must refrain putting forth speculative or subjective insights.

## **CONFIDENTIAL INFORMATION**

Employees shall safeguard and protect information of the Town.

Information shall be released in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act.

## **STAFF/COUNCIL RELATIONS**

Employees shall deal with all members of Council in an objective and impartial manner at all times.

Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives originating from Council.

## **STAFF/PUBLIC RELATIONS**

Employees shall treat every person, including the public, with dignity, understanding and respect.

Every person, including the public, shall in return treat employees with dignity, understanding and respect

## **COMPLIANCE**

Department Heads shall ensure that staff is aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with this Code of Conduct may result in disciplinary action.

Non-compliance with the Code of Conduct will be reviewed by the Department Head.

Department Head non-compliance with the Code of Conduct will be reviewed by the CAO. CAO non-compliance with the Code of Conduct will be reviewed by the Council.

## **CONSUMPTION OF INTOXICATING DRUGS AND ALCOHOL**

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

It is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol or be under the influence of drugs or other similar substances.

## **GIFTS**

No employee shall accept any gift, favor, commission, reward, advantage or benefit of any kind from any person who is directly or indirectly involved in any business relationship whatsoever with the Town, unless it is a nominal exchange of hospitality, a token exchanged as a part of protocol or a normal presentation made to persons participating in public functions.

Where an employee, as a result of the performance of his or her duties, receives or becomes entitled to receive any monetary payment, good or service that is outside the limits set out in this section, the employee shall turn over the monetary payment, good or service to his or her Department Head for such civic or charitable purposes as the Department Head may determine.

No employee shall accept free travel or accommodation from any person with whom the Town does, or may do business, unless such travel/accommodation is pre-authorized by the Department Head and is further to an existing contractual arrangement.