

37-16 Mar. 23/16
Councillor Adalagh

Village of Shell Lake

Municipal Employee Code of Conduct Policy

1. PRINCIPLE

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:

- a) Detrimentally affect the municipality's reputation;
- b) Make the employee unable to properly perform his or her employment responsibilities;
- c) Cause other employees to refuse or be reluctant to work with the employee; or
- d) Otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

2. PURPOSE

This Code of Conduct is intended to:

- a) Provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- b) Protect the public interest;
- c) Promote high ethical standards among municipal employees;
- d) 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
- e) Set out the corrective measures for unethical conduct.
- f) Set out means of disciplinary action

3. 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:

- a) Further, or seek to further, his or her private interest or those of his or her family; or
- b) Seek to improperly further another person's private interest.
- c) A municipal employee must refrain from accepting gifts and benefits from firms or individuals that is greater than \$50 in value.

4. 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 Council has granted proper authorization.

Employees shall not use property, equipment, and supplies or services owned or leased by the Village of Shell Lake for personal gain.

5. 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 Village.

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

- a) 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 interest or the interests of others.
- b) To disclose to unauthorized persons confidential information to which the employee has access by reason of his/her employment with the Village.

6. PUBLIC COMMENT

Queries from the public are to be referred council. Relations with the public 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.

7. VIOLATION OF CODE OF ETHICS – PROCEDURES

Municipal employees are encouraged to seek clarification from Council 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 or to Council. 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 Council.

Where it has been determined that the conduct referred to the Mayor 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 take disciplinary action.