

**Town of Kipling  
Policy**



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**POLICY DESCRIPTION:**

**Municipal Employee Code of Conduct**

**POLICY NUMBER:**

**GG-020**

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**DATE APPROVED: December 14, 2015**

**RESOLUTION #: 291/15**

**REVISED:**

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**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 will strive to represent our Town and community positively in their conduct and behaviours and commit to demonstrating honesty, integrity and respect in all that is done.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- Detrimentially 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 interest

## **NEPOTISM**

An employee's immediate family may work for the Town provided there is no opportunity to exercise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

## **ACCEPTANCE OF GIFTS**

An employee shall not accept a gift, favour or service from any individual, organization or corporation other than the normal exchange of gifts between persons doing business together; or the normal presentation of gifts to persons participating in public functions. Any gift over \$100 should be reported to the Administrator who will make a decision on its appropriateness under this policy.

## **NEGLIGENCE**

Negligence in the performance of duties shall include blatant disregard and violation of Town policies and procedures.

## **INSUBORDINATION**

Excluding for reasons of safety, insubordination shall include refusal to carry out direction given by a supervisor.

## **MISUSE OF LEAVE AND UNSATISFACTORY ATTENDANCE**

Misuse of leave and unsatisfactory attendance shall not be tolerated. Refer to the *Leave of Absence Section* of the Town Employee Policy.

## **THEFT AND/OR DISHONESTY**

Theft shall include taking Town or another employees' property. Dishonesty shall include falsifying records for any reason.

## **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 their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect their performance on the job.

The first offence will result in a three day suspension without pay  
Further offences may result in the employees' dismissal.

## **PERSONAL USE OF MUNICIPAL PROPERTY AND EQUIPMENT**

There shall be no use or appropriation of municipal property, facilities, services or information for personal use, gain or business by employees, unless that municipal property is generally available to the public and is being used by the employee in that capacity like any other member of the public. (ie: using a municipal park or other facility for recreational purposes)

If the use of municipal property consists of the personal use of telephones, internet, computers, fax machines, cell phones or photocopiers and all of the following are satisfied this general rule is subject to exception if:

- Use does not cause any additional expense to the municipality (ie: there is full reimbursement of any charges);
- Use is not excessive in regard to the circumstances;

- Use does not have a negative overall impact on employee productivity; and
- Use does not interfere with the normal operation of the municipality or negatively impact other employees.

## **COMPUTERS**

Electronic records stored on municipal computer systems or equipment are the property of the Town of Kipling. The Town maintains the right to access and monitor records in electronic format including flash drives, hard drive and emails.

Users of Town computer equipment shall not:

- Attempt unauthorized access to systems, information, processes or products;
- Broadcast email messages that are not work related or are otherwise authorized;
- Propagate viruses, send or download materials which may impact the use or performance of others;
- View, retrieve, transmit or disseminate:
  - Any pornographic or obscene messages, images or materials;
  - Any other message, images or materials which are offensive to human dignity.

## **INSTALLATION OF SOFTWARE**

Only licensed software and registered shareware acquired by and paid for by the municipality are to be operated on the municipal system. Computer games acquired By and paid for by the municipality as part of a training package may be installed on municipal equipment but no other games, including shareware games, are to be installed on municipal equipment. No municipally licensed software is to be copied or transferred to home computers.

No software of a personal nature is to be maintained on the municipal system.

## **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 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:

- The Administrator (CAO) of the Municipality
- The Mayor of the Municipality in the case of the Administrator. (CAO)

The disclosure should include a detailed description of the conflict or potential conflict.

Where a member of the public suspects that an employee is, or may potentially be, in conflict with any of the provisions of the Code, the member of the public must disclose the conflict or potential conflict *in writing*, to:

- The Administrator (CAO) of the Municipality
- The Mayor of the Municipality in the case of the Administrator.

Where a disclosure is made, the matter will be treated seriously and in confidence. The Administrator or Mayor 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.

## **ENFORCEMENT**

The Administrator shall give a copy of this policy to each Employee at the time of hire.

Failure to comply due to lack of familiarization with this Code will not be an excuse for non-compliance.

## **ACCOUNTABILITY**

Employees are expected to:

- Know the Code and regulate their conduct accordingly
- Disclose breaches of the Code immediately
- Cooperate fully with investigations into alleged wrongdoing
- Understand that breaches of the Code shall be subject to disciplinary action, up to and including termination
- If required, seek interpretation of the Code from the Administrator

## **FAILURE TO DISCLOSE CONFLICT OF INTEREST PROCEDURES**

The formal portion of the Complaint Process requires that a complaint be made in writing setting out the grounds for the belief that there is an alleged contravention.

The complaint shall be filed through the Administrator (CAO) on the municipal compliant form which is part of this Code.

Any submissions or written comments together with the personal information of the complaint made to the municipality under this or any other process will become part of the public record and may be reproduced, recorded and/or reported on line. There is no

promise of confidentiality provided to the complainant under this process; it is to be open and transparent.

Unsigned and/or anonymous complaints will not be recognized or acted upon.

Complaints that are considered frivolous and vexatious by the Administrator will not be subjected to an investigation.

(Seal)

\_\_\_\_\_  
*Mayor*

*Office Use Only:*

*Received on:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_

*CAO Signature:* \_\_\_\_\_