



POLICY

SECTION: Personnel

NUMBER: PER 01/24

TITLE: Employee Code of Conduct

PAGES: 7

1. Policy Statement

- 1.1. The Town of Lac du Bonnet strives to maintain a high level of public trust and confidence in the integrity, objectivity, and impartiality of the municipality. As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well being of the community.

2. Purpose

- 2.1. The purpose of this Code of Conduct is to provide clear guidelines for employees of the Town of Lac du Bonnet to ensure that their actions reflect the highest standards of ethical behavior. Employees must act with integrity, respect, and fairness in carrying out their duties, promoting public trust and confidence in the municipality.

3. Scope

- 3.1. This policy applies to all employees of the Town of Lac du Bonnet, including full-time, part-time, temporary, and contract employees. All employees are expected to comply with this policy while performing their official duties and during interactions with the public, stakeholders, and colleagues.

4. Definitions

- 4.1. **Confidential Information:** Information that is not publicly available and is obtained or created through the course of employment, which could cause harm to the Town or others if disclosed without authorization.
- 4.2. **Conflict of Interest:** A situation where an employee's personal or financial interests may compromise or appear to compromise their ability to perform their municipal duties impartially.
- 4.3. **Gifts and Hospitality:** Anything of value, including but not limited to goods, services, money, loans, or favors, offered or received in the course of an employee's work for the Town.

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Chief Administrative Officer

- 4.4. **Employee:** is a person who is employed by the Town of Lac du Bonnet. Councillors are not employees.
- 4.5. **Municipal Property:** Any equipment, materials, vehicles, technology, or intellectual property that is owned, leased, or otherwise controlled by the Town of Lac du Bonnet.
- 4.6. **Personal Relationship:** Any familial, romantic, or close personal connection that may influence, or appear to influence, an employee's ability to act impartially in the course of their duties.
- 4.7. **Social media:** Digital platforms, including but not limited to, websites, blogs, and social networking platforms (e.g., Facebook, Twitter, Instagram) used for the creation and exchange of user-generated content.
- 4.8. **Health and Safety:** Procedures, practices, and regulations put in place to prevent injury, illness, and accidents in the workplace, ensuring a safe working environment for employees.

5. Policy

5.1. Confidential Information & Documents

- 5.1.1. Employees shall respect and maintain the confidentiality of sensitive information obtained through their employment with the Town. Confidential information must not be disclosed, except as required by law or with proper authorization
- 5.1.2. Employees shall not use confidential information for personal gain or to benefit others.
- 5.1.3. Employees shall take all necessary precautions to ensure that confidential information is protected, including safeguarding documents and limiting access to such information.
- 5.1.4. Employees must handle municipal records and documents in compliance with municipal retention policies. Proper documentation and timely filing are required to maintain accuracy and transparency in the Town's operations. Employees are responsible for ensuring records are maintained securely and disposed of according to the Town's procedures.
- 5.1.5. All employees must complete an Employee Oath of Confidentiality attached as "**Appendix B**".

5.2. Use of Influence

- 5.2.1. Employees must not use their position or authority to improperly influence others for personal gain or advantage.
- 5.2.2. Employees are expected to perform their duties impartially and refrain from actions that could be perceived as using their influence inappropriately.
- 5.2.3. Employees must disclose any potential conflicts of interest to their supervisor or the Chief Administrative Officer (CAO) in a timely manner.

5.3. Acceptance of Gifts

- 5.3.1. Employees shall not solicit or accept gifts, favors, or benefits that may appear to influence their decision-making or actions as representatives of the Town of Lac du Bonnet.

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- 5.3.2. Gifts, favours or benefits that are part of a normal exchange between persons doing business or part of public function are permitted. (ex. Promotional items)

5.4. Social Media Use

- 5.4.1. Employees shall not post on behalf of the Town or representing the Town unless authorized to do so.
- 5.4.2. Employees must exercise caution when posting or sharing information that was obtained due to employment on personal social media platforms.
- 5.4.3. Employees should not post confidential or proprietary information obtained from employment.
- 5.4.4. Employees must refrain from making negative comments about the Town, co-workers, or the public on social media platforms.

5.5. Use of Municipal Property or Assets

- 5.5.1. Employees must use municipal property, equipment, and resources responsibly and only for official municipal purposes.
- 5.5.2. Municipal property must not be used for personal benefit, except with appropriate authorization.
- 5.5.3. Employees are responsible for protecting municipal property from loss, damage, theft, or misuse.

5.6. Health and Safety Responsibilities

- 5.6.1. Employees are responsible for adhering to all workplace health and safety regulations to ensure a safe working environment for themselves, their co-workers, and the public. Employees must report unsafe conditions, accidents, or any potential hazards to their supervisor or the designated health and safety officer immediately.
- 5.6.2. The use of alcohol, cannabis, or illegal substances during work hours or on municipal property is strictly prohibited. Employees must not report to work under the influence of alcohol, illegal substances, or medications that impair their ability to perform their duties. Any breach of this policy may result in disciplinary action.

5.7. Attendance

- 5.7.1. Employees are expected to adhere to the Town's working hours and attendance expectations outlined in the Collective Bargaining Agreement. Consistent attendance and punctuality are essential to maintaining municipal operations. Excessive absenteeism or lateness without proper notice or authorization may result in disciplinary action.

5.8. Political and Community Activities

- 5.8.1. Employees are encouraged to participate in political and community activities as private citizens, but such activities must not conflict with their responsibilities to the Town.
- 5.8.2. Participation in community events or activities that may reflect on the Town should be conducted in a manner consistent with this policy, maintaining impartiality and professionalism.

5.9. Conduct Outside of Work

- 5.9.1. Employees must refrain from making negative comments about the Town, co-workers, or the public.

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- 5.9.2. Employees are expected to maintain a high standard of conduct in both their personal and professional lives, as their actions outside of work can impact the reputation of the Town of Lac du Bonnet.
- 5.9.3. Employees must not engage in any illegal activities, whether on or off duty. Illegal activity by an employee can harm public trust and may result in disciplinary action, up to and including termination.
- 5.9.4. If an employee is charged with or convicted of a criminal offense, they must immediately report this to the CAO. Depending on the nature of the offense and its impact on the employee's job, the Town may take appropriate disciplinary action.
- 5.9.5. Employees must ensure that their conduct outside of work does not negatively affect their ability to perform their duties or undermine the confidence of the public in the Town.

6. Reporting Violations

- 6.1. Employees who become aware of violations of this policy must report the matter to their supervisor or the CAO. The Town will investigate all reports in a fair and confidential manner. Retaliation against employees who report violations in good faith will not be tolerated.
- 6.2. Employees who report violations of the Code of Conduct or other unethical activities in good faith will be protected from retaliation. The Town will ensure that reports are confidentially reviewed, and no employee shall face adverse action for coming forward with concerns. Retaliation against whistleblowers is prohibited and may result in disciplinary action.

7. Disciplinary Action

- 7.1. Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment in accordance with Progressive Discipline Policy 02/24.

8. Acknowledgement of Receipt and Understanding

- 8.1. All employees of the Town of Lac du Bonnet are required to read and understand this Employee Code of Conduct Policy. Each employee must sign an acknowledgment form attached as '**Appendix A**' confirming that they have received, read, understood, and agree to comply with the policy.
- 8.2. A copy of the signed acknowledgment will be kept in the employee's personnel file for reference.
- 8.3. Failure to sign the acknowledgment form does not exempt an employee from compliance with this policy.

9. Policy Review

- 9.1. This policy will be reviewed every five (5) years to ensure it remains relevant and effective in guiding the Code of Conduct for Town of Lac du Bonnet Employees.

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Appendix A to Employee Code of Conduct Policy 01/24

Town of Lac du Bonnet Employee Code of Conduct Acknowledgement

I _____, acknowledge that I have received, read, and understood the Town of Lac du Bonnet's Employee Code of Conduct Policy. I agree to comply with the standards and guidelines outlined in the policy as a condition of my employment with the Town.

Employee Name: _____

Position: _____

Employment Start Date _____

Employee Signature: _____

Witness: _____

Date: _____

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Appendix B to Employee Code of Conduct Policy 01/24

Town of Lac du Bonnet Employee Oath of Confidentiality

I understand that I may have been or will be working with or come in contact with confidential or sensitive information.

I understand that private and confidential information is protected by municipal and other regulations.

I understand that private and confidential information may not be discussed outside this office unless I am required to do so in the course of my work.

I understand and agree that I must keep all information in confidence.

I understand that access to information is restricted and is to be used only for the performance of my assigned duties.

I understand that I am fully responsible to adhere to all aspects of this oath and I will be subject to disciplinary action in accordance with the Town of Lac du Bonnet's policy for violations thereof.

Employee Name: _____

Position: _____

Employment Start Date _____

Employee Signature: _____

Witness: _____

Date: _____

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