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# EMPLOYEE CODE OF ETHICS

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Date Approved by Council: November 22, 2016

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Review Date: April

Related Bylaw: N/A

Amendments:

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## **Purpose**

The purpose of an employee code of ethics is to help employees maintain standards of behaviour related to their employment so that the employee neither uses nor appears to use his or her position to gain a personal benefit which is not available to other persons.

It is essential that employees of the Village of Hussar observe the highest ethical standards when dealing with municipal business. This code of ethics establishes performance guidelines to assure compliance with this basic principle.

It is the responsibility of all employees to become familiar with the provisions of the Code of Ethics. Any violation of the Code will be cause of prompt and appropriate disciplinary action.

## **Guidelines**

### OUTSIDE EMPLOYMENT

1. Employees of the Village may only hold employment with another organization if:
  - a. The other employment does not interfere with the duties of the person as a municipal employee;
  - b. The employment activities must not overlap;
2. Employees should avoid outside employment which could be seen to influence or affect the way municipal duties are carried out, or for which there may appear to be an advantage from being employed by the Village.
3. Employees should avoid outside employment which is the same as or similar to their municipal duties.

### OTHER BUSINESS INTERESTS

4. Employees who have a monetary interest in a business that may do business with the municipality must disclose this interest to Council.
  - a. Council must approve any proposed contract with any business that has been disclosed to them.

**DEALING WITH RELATIVES**

5. Employees may not be involved in business decisions affecting immediate relatives.
  - a. The CAO may approve any business decisions affecting immediate relatives of other employees,
  - b. The Council must approve any business decisions affecting immediate relatives of the CAO.

**MISUSE OF INFORMATION**

6. All employees will be required to subscribe an oath of confidentiality. Employees will be expected to maintain the conditions of the oath, and disclosure of personal or confidential information will be considered a breach of confidentiality, and is a reason for dismissal.

**CRIMINAL OFFENCES**

7. Employees must obey and observe all laws of the federal, provincial and local government.
8. Breaking any law may contravene a condition of employment, and an employee may face disciplinary action as per the Disciplinary Policy as a result of this.
  - a. The Village may consult with a lawyer prior to making a disciplinary decision under this section.

**PUBLIC STATEMENTS**

9. Employees must not disclose confidential information at any time.
10. Official public statements regarding Village business will be made through the Council, or through the CAO upon direction of Council.
11. Employees shall ensure that their conduct, whether in a personal or official capacity, does not bring the Village into disrepute, or damage public confidence.

**ACCEPTANCE OF GIFTS**

12. An employee shall not accept payment from some other person for doing anything that he or she is paid to do as an employee.
13. Employees may not engage in business dealings that result in unusual gains for any of the involved parties.
14. Employees should not accept a gift, favour or service related to his or her duties except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementos at public ceremonies.
15. Employees may not accept gifts, favour or service from any company that does not have current business dealings with the Village, or that are currently in the process of negotiating these business dealings.

- a. Employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts.
16. Employees shall not use their position to obtain special advantages from dealing with a business to purchase items at a municipal discount for personal use.

#### POLITICAL ACTIVITY

17. Employees cannot be a candidate for, or serve as a member of Council of the Village of Hussar, unless the employee is granted a leave of absence without pay pursuant to the Local Authorities Election Act.
  - a. Employees may serve on the council of other municipalities, school boards, at the provincial or federal levels or otherwise become involved in political activities in other jurisdictions as long as this activity does not conflict with their ability to perform their employment duties.
18. Employees must be and appear to be politically neutral in their official employment duties in order to sustain public trust in local government.

#### PENALTIES AND APPEALS

19. Any contravention of this policy may result in disciplinary action against the employee as per the Disciplinary Policy.