

BYLAW NO. 34.2015

A BYLAW TO ESTABLISH MUNICIPAL EMPLOYEE CODE OF CONDUCT.

The Council of the Rural Municipality of Bengough No. 40, in the Province of Saskatchewan enacts as follows:

- 1. Pursuant to Section 111.1 of *The Municipalities Act*, council is required to establish an employee code of conduct.
- 2. The Employee Code of Conduct is attached here to Schedule "A" shall from time to time be reviewed and any pertinent issues added or removed.
- 3. This bylaw shall come into force and take effect on the final passing thereof.



Eugen Haffner
Reeve.

[Signature]
Administrator.

Certified a true copy of
Bylaw No. 34.2015 adopted by
Resolution of Council on
The 11 day of JANUARY, 2016.

Eugen Haffner
REEVE

[Signature]
ADMINISTRATOR



**RURAL MUNICIPALITY OF BENGOUGH NO. 40
MUNICIPAL EMPLOYEE CODE OF CONDUCT**

STATEMENT:

Rural Municipality of Bengough No. 40 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. Every employee of the municipality is expected to be aware of and act in compliance with this code. Violation of the principles set out herein are a serious matter and will be subject to the Corrective Discipline Policy of the Municipality.

Employees must not engage in any conduct or activity that contravenes municipal 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.

RESPONSIBILITIES:

The Council of the Rural Municipality of Bengough No. 40 shall:

- adopt a Code of Conduct that shall be followed by the employees of the municipality
- ensure that the employees of the municipality are made aware of the Code of Conduct and any changes that are made to said code
- decide on appropriate action in matters concerning employees' ethical conduct

The employees of the Rural Municipality of Bengough No. 40 shall:

- 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

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- not use his or her position with the municipality 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
- perform his or her duties in an impartial manner
- avoid situations in which the employee has a personal interest sufficient to influence, or appear to influence, the objective exercise of that employee's authority. When an employee is, or believes he/she may be in a position of conflict of interest with regard to the municipality, the employee shall disclose this to the Chargehand or Administrator immediately and refrain from exercising his/her authorities relevant to the conflict until duly authorized
- shall not accept gifts, favours or services:
 - that are personal in nature and which he or she will take personal possession; unless these gifts favours or services are authorized by resolution of Council
 - unless these gifts, favours or services are given over to the municipality for it's control
- perform all duties and obligations in line with municipal policies and procedures
- carry out all duties and obligations as instructed to do so by a member of Council or superior co-worker
- Disclose any private interest, including those of any relative, business associate or friend, prior to participating in or seeking to influence any civic decision making process affecting such an interest

Use of Municipal Property:

- **Municipal Shop Usage**
The Chargehand must be notified of and approve use of the municipal shop prior to the usage occurring by municipal employees. The employees using the shop shall use their own supplies ex. oil/filters but may use municipal tools upon receipt of approval. Vehicles left in the shop overnight or for various other time periods must be done so with the keys left in the ignition and one battery cable unhooked. Only municipal employees shall be permitted use of the shop after hours and shall leave the shop in the way in which it was found
- **Municipal Equipment Usage**
Municipal employees will not use Municipal equipment or supplies for personal or private use or for personal or private benefit. Municipal equipment and supplies shall only be allowed in the discharge of regular municipal duties. In an extenuating circumstance municipal employees shall be permitted to use the municipal shop truck to get to and from work and then the shop truck shall be parked. Personal use of the municipal shop truck would be a breach of the code. Use of the municipal equipment and supplies otherwise would be a breach of the code

- **Municipal Office Equipment**

Municipal employees may use municipal office equipment for personal use so long as that use is not excessive and is in no way detrimental to the Municipality, ex. personal photocopies, faxes and printing. When the office computer is not in use it shall be shut down and password protected. The office vault shall be locked at all times when the Administrator is not in the office and back-ups of the computer system shall be maintained and stored in the vault and/or in the municipal security deposit box

- **Financial Transactions**

Municipal employees shall adhere to municipal bylaws and policies regarding any municipal financial transactions. If a municipal employee is in a position where he/she could derive any direct or indirect benefits or interest from any municipal contract or business on which the employee can influence decisions there would be a breach of this code.

CONTRAVENTIONS OF THE CODE:

Ultimately, ethical behavior relies on the diligence of the individual. However, since a breach of ethics impacts not only on the individual but also on the municipality, a code of conduct is the means by which the municipality acknowledges their responsibility in this area, as well as, their responsibility to provide clarity to their employees on what would be considered inappropriate behavior. This section will serve to provide miscellaneous contraventions of the code that are not already mentioned. Without restricting the scope of the policies herein, the following shall be considered breaches of the Code of Conduct:

- Conduct in one's private life or employment activities which harms the municipality's reputation or renders the employee unable to perform his or her duties satisfactorily, such as by way of creating an actual or perceived conflict of interest;
- Care must be exercised in the development of personal relationships or friendships with any group or individual over whom the employee has the direct and exclusive authority to approve of or influence a matter directly concerning them;
- To solicit patronage from Council members to further his/her personal interests or the interests of others to the extent that any other ratepayer could not receive;
- Knowingly breach the law or any government regulation in the performance of his or her duties or to request others to do so;
- To intentionally falsify municipal records;
- To use confidential information which is not available to the general public and to which the employee has access by reason of his/her employment with the municipality to further or seek to further his/her personal interests or the interests of others

PROCEDURES:

- Municipal employees are encouraged to seek clarification from their superior or Council if they are uncertain as to whether an existing or contemplated action may contravene the Code of Conduct
- Complaints or inquiries concerning the ethical conduct of any municipal employee shall be made in writing to the Council of the Municipality. Such complaints or inquiries will be

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dealt with at the next Regular Meeting of Council

- All complaints or inquiries will be treated as confidential and held during in camera sessions of Council
- A copy or summary of any written complaint received is to be send immediately to the employee complained against with a request to provide a response. Oral inquiries or complaints will not be considered by Council
- The Council shall summarize the findings of the investigation into the complaint or inquiry in written form and shall send a copy to the employee complained against along with any appropriate disciplinary measures
- Any disciplinary measures shall follow the Corrective Disciplinary Policy of the Municipality