



# Administrative Directive

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**DIRECTIVE NUMBER:** A1100C

**REFERENCE:**

SMT June 27, 2002

**ADOPTED BY:**

City Manager

**SUPERSEDES:**

A1100B

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**PREPARED BY:** Corporate Services / Office of the City Auditor

**DATE:** June 27, 2002

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**TITLE:** EMPLOYEE CODE OF CONDUCT

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**Directive Statement:**

Employees must perform their duties in an impartial and responsible manner that maintains and enhances public confidence and trust.

Attachment A is the Employee Code of Conduct to be followed by all Employees.

**The purpose of this directive is to:**

Establish principles for appropriate conduct in the work place by Employees in the discharge of their duties.

## Employee Code of Conduct Procedures

### Preamble

Employees must act in accordance with the Code of Conduct. If there are questions about appropriate application of the Code of Conduct to any situation, Employees should ask their supervisor(s) for interpretation or clarification. Guidance may also be sought from the Human Resources Branch.

### 1. DEFINITIONS

- 1.1. **City Assets** includes all property of the City including equipment, financial assets, land, vehicles, material, computers, electronic mail, internet services, information, and work time.
- 1.2. **Conflict of Interest** arises whenever an Employee's personal or professional activities negatively impact the best interests of the City.
- 1.3. **Electioneering** means to work for the:
  - a) election of a candidate or party in connection with any form of elected office; or
  - b) promotion of a cause in connection with any issue.
- 1.4. **Employee** includes an individual employed by the City, including those employed on a personal services contract, but not including elected officials or their assistants.
- 1.5. **FOIP Act** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended from time to time.
- 1.6. **Other Employment** is the performance of duties for another employer, including self-employment, or work for charitable or volunteer organizations, which results in receiving or being eligible to receive profit, the payment of compensation, or other benefit from that employer.
- 1.7. **Personal Information** is defined in s. 1(1)(n) of the FOIP Act and is recorded information about an identifiable individual, including, but not limited to, the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, anyone else's opinions about the individual, etc. For a complete list, see s. 1(1)(n) of the FOIP Act.
- 1.8. **Political Activity** includes activities to:
  - a) raise and contribute money to campaigns with an aim to advance any individual's or group's interests; and
  - b) campaign for an individual, group or furtherance of any issue.

## 2. RESPONSIBILITIES

### 2.1. **Employees** are responsible for:

- a) Signing a document acknowledging receipt of the Code of Conduct, and
- b) Reading and complying with the Code of Conduct and requesting clarification from their supervisor(s) as required, and
- c) Requesting clarification about any potential violation of the Code of Conduct, including Conflict of Interest, and obtaining approval from the General Manager if required, and
- d) Disclosing, in writing, to their General Manager any current personal, business, commercial or financial interest which may result in a violation of the Code of Conduct, or a Conflict of Interest, and
- e) Reporting suspected violations of the Code of Conduct to their supervisor(s) or their General Manager or the City Manager or the City Auditor, and
- f) Co-operating with those performing an investigation.

### 2.2. **Supervisors** are responsible for:

- a) Assisting Employees in the administration, interpretation and application of the Code of conduct, and
- b) Reporting any alleged violations of the Code of Conduct to their immediate supervisor or their General Manager or the City Manager or the City Auditor.

### 2.3 **Corporate Services Department** is responsible for:

- a) Assisting Departments and Employees in the administration, investigation, interpretation and application of the Code of Conduct, and
- b) Submitting a quarterly report to the City Manager, itemizing all reported alleged violations including department follow-up.

### 2.4 **General Managers** or their designates are responsible for:

- a) Each employee receiving a copy of the Code of Conduct, and
- b) The consistent administration of the Code of Conduct within their department, and
- c) Documenting and retaining any major approvals, decisions or directions given to Employees, and
- d) Reporting any significant alleged violations of the Code of Conduct to the City Manager; and
- e) Investigating any routine alleged violations of the Code of Conduct, and
- f) Reporting status and results of investigations to Corporate Services Department on a quarterly basis.

### 2.5 **City Auditor** is responsible for:

- a) Investigating any alleged violations of the Code of Conduct as requested by the City Manager, and
- b) Consulting with the City Manager when an alleged violation of the Code of Conduct is received, and

- c) Notifying the City Manager of complaints received by the Office of the City Auditor.

**2.6 City Manager** is responsible for:

- a) The consistent administration and communication of the Code of Conduct by Departments, and
- b) Notifying the City Auditor of complaints received by the City Manager.

**3. WHEN A VIOLATION IS REPORTED**

- 3.1. The identity of the complainant will be kept confidential, except as allowed by the FOIP Act.
- 3.2. No retaliation will be tolerated where reporting of a potential violation of the Code of Conduct is made in good faith.
- 3.3. If retaliatory action occurs, the employee should report the action to their supervisor(s) or their General Manager or the City Manager or the City Auditor.
- 3.4. Knowingly submitting a false report will be subject to disciplinary action in accordance with the Policy A1102, Discipline of City Employees.
- 3.5. Employees violating the Code of Conduct will be subject to disciplinary action in accordance with Policy A1102, Discipline of City Employees and may also be prosecuted criminally, and may also be subject to civil proceedings.

## **Employee Code of Conduct**

### **Appearances before Council**

We will not appear before City Council, or its committees or boards, on matters affecting an external organization, if we have any involvement that could be considered a Conflict of Interest.

### **City Assets**

We will use and permit the use of City Assets only for the performance of City duties or as approved by our supervisor. We will safeguard and protect City Assets. We will not use any City Assets, including e-mail and internet services, if the use could be offensive or inappropriate.

### **Disclosure of Information**

We will only collect, use, and disclose information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP Act) and only for the purpose of carrying out City duties.

### **Gifts and Gratuities**

We will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

### **Other Employment**

We will only engage in Other Employment that does not conflict with our City duties or the Code of Conduct, or that puts us in competition with services provided by the City.

### **Personal Conduct**

We will perform our duties with honesty and integrity and in a manner that is helpful, respectful and courteous. We will not behave in a manner that could result in a Conflict of Interest.

### **Personal Gain or Benefit**

We will remove ourselves from any decision process that may result in a personal gain or benefit. We will use information collected by the City for purposes consistent with the use for which it was collected. When we have access to confidential information relating to any competition open to the public, we are ineligible to compete.

### **Political Activity**

We must not engage in any Political Activity or Electioneering during normal working hours or at our place of work, without written permission of our General Manager.