

TOWN OF EATONIA

BYLAW NO. 10/15

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES

WHEREAS section 111.1 of *The Municipalities Act* requires councils to establish a code of conduct for employees of the municipality that includes conflict of interest rules.

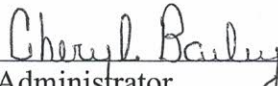
THEREFORE the Council of the Town of Eatonia hereby enacts as follows:

1. That the Council of the Town of the Town of Eatonia does hereby adopt the Municipal Employee Code of Conduct, attached hereto as Schedule "A".
2. That Schedule "A" forms part of they Bylaw.
3. That this Bylaw shall come into force and take effect upon third reading thereof.



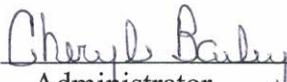


Mayor



Administrator

Certified a true copy of
Bylaw No. 10/15 adopted
by resolution of Council
on the 8th day of
December, 2015.



Administrator

TOWN OF EATONIA
MUNICIPAL EMPLOYEE CODE OF CONDUCT
Schedule "A" to Bylaw 10/15

CONFLICT OF INTEREST:

A conflict of interest occurs when in the interest of an employee's duties, the employee is called upon to deal with a significant matter in which the employee has a direct or indirect personal and or financial interest.

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.

EMPLOYMENT OF RELATIVES:

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

USE OF MUNICIPAL PROPERTY:

Employees must not use the municipality's property, vehicles, equipment, supplies, or services for activities associated with the discharge of official duties.

Employees shall not use the municipality's property, vehicles, equipment, supplies or services for personal gain.

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.

POLITICAL ACTIVITY:

Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.

Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

BUSINESS DEALINGS:

Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.

Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the municipality.

STAFF / COUNCIL RELATIONS:

Employees shall deal with all members of Council in an objective and impartial manner at all times.

Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives origination from Council.

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STAFF / PUBLIC RELATIONS:

Employees shall treat every person, including the public, with dignity, understanding, and respect.

Every person, including the public, shall in return, treat employees, with dignity, understanding, and respect.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request the 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:

- ◆ his or her direct supervisor, in the case of any employee; or
 - the supervisor must immediately advise the Administrator.
- ◆ council or the Personnel Committee in the case of the Administrator.

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

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

COMPLIANCE:

Department Heads shall ensure that staff is aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with the terms of this Code of Conduct may result in disciplinary action.

Non-compliance with the Code of Conduct will be reviewed by the Department Head.

Department Head non-compliance with the Code of Conduct will be reviewed by Council.

CODE OF CONDUCT DECLARATION:

I _____ (please print) have read, understand and agree to abide by the Code of Conduct of the Town of Eatonia and I understand that such adherence is a condition of my employment. I understand that a violation of the Code of Conduct may be grounds for termination.

Signed this _____ day of _____, 20_____.

Employee