

THE RURAL MUNICIPALITY OF HEART'S HILL No. 352

BYLAW No. 2/15

A BYLAW TO ESTABLISH MUNICIPAL EMPLOYEE CODE OF CONDUCT

The Council of The Rural Municipality of Heart's Hill No. 352, in the Province of Saskatchewan, enact as follows:

PRINCIPLES:

Our 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.

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

CONFIDENTIALITY:

Every municipal employee must 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.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or

RECIPIANT OF PERSONAL BENEFITS:

Employee acceptance of financial, political, or personal gain over and above their employment compensation and benefits may be considered a breach of the Code of Conduct.

Employee disclosure is required for Accolades/Activities such as:

- acceptance of gifts;
- use of municipal property and assets;
- political and community activities;
- employment of family and personal friends or acquaintances; or
- outside work or business activities.

PROCEDURES:

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

Employee should comply with recommendations of Administrator or Council.


If an employee fails to withdraw and disclose from a potential or existing conflict, upon discovery Council will take action. For clarification of the incident Council will meet with the employee. At Council's discretion and consideration of factors such as the nature of the incident, degree of personal gain, and frequency of incidents Council shall follow through with disciplinary measures such as:

- disciplinary letter, copy to be placed in the employee's file;
- employee training (ethics);
- short-term suspension;
- long-term suspension; or
- termination – consult with solicitor





Reeve



Administrator