

Title: Employee Code of Conduct

Policy No: 2004

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Motion Number: 22.07.415

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Purpose: To clearly define and provide a universal understanding of the minimum level of accepted and expected ethical and professional behavior all people who work for or represent the Municipal District of Greenview No. 16 (Greenview).

The policy is intended to provide a reference guide and does not address every conduct situation or circumstance that may arise.

1. DEFINITIONS

- 1.1. **Conflict of Interest** means an employee has a private or personal interest that could influence or compete with, or be perceived to influence or compete with, the objectives of any Greenview operations or duties.
- 1.2. **Employee** means a person employed by Greenview, in any capacity.
- 1.3. **Greenview** means the Municipal District of Greenview No 16.
- 1.4. **Nepotism** means the practice among those with power or influence of favouring relatives or friends, especially by regarding matters of employment.
- 1.5. **Weapon** means any thing used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

2. POLICY STATEMENT

- 2.1. The Code of Conduct applies to all employees, contractors, and contract employees at Greenview.
- 2.2. Greenview will ensure fair, equitable, and consistent application of the Code of Conduct.
- 2.3. Unacceptable behavioral actions have been classified as either: hazardous to employee health and safety, criminal, a negative influence on workplace morale, or detrimental to the success of Greenview business.

2.4. Greenview will comply with all applicable laws and regulations, including local and provincial codes, rules and regulations, applicable treaties, and industry standards.

3. CONFLICT OF INTEREST

3.1. Employees are expected in all regards to conduct their duties with impartiality.

3.2. A conflict of interest may be actual, potential, or perceived.

i. Actual conflict: a situation in which an employee's personal or private interests improperly influence the performance of official duties and responsibilities or where a position is used for personal gain or in personal circumstances.

ii. Potential conflict: a situation where an actual conflict could reasonably exist in the future if mitigation strategies are not followed.

iii. Perceived conflict: a situation where no actual conflict exists, however, the situation could be perceived by a reasonable observer to be a conflict, whether or not it is the case.

3.3. Employees are in an actual conflict of interest and in violation of this Code of Conduct if they:

i. Take part in a decision while carrying out their duties, knowing that the decision might further a personal or private interest of the employee, their spouse, child or any other personal relationship; or

ii. Use their public role to influence or seek to influence a government decision which could further a personal or private interest of the employee, their spouse, child, or any other personal relationship; or

iii. Use or communicate information not available to the general public that was gained by the employee in the course of carrying out their duties, to further or seek to further a personal or private interest of the employee, their spouse, child or any other personal relationship.

3.4. Where an actual or proposed business or financial interest of an employee, or of the employee's spouse, child, or any other personal relationship is affected, appears to be affected or may be affected by actions taken or decisions made in which the employee participates in the course of their employment, the employee shall disclose the business or financial interest to the Manager of Human Resources, or designate.

3.5. Employees shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their public service duties, or for the purpose of soliciting work, from any individual, organization, or corporation. Gifts may be exchanged internally amongst coworkers.

4. NEPOTISM

4.1. Employees who exercise regulatory, inspection or other discretionary authority over others shall disqualify themselves from dealing with anyone with whom the relationship between them may bring the employee's impartiality into question, with respect to those functions. In situations where this would impair service delivery, employees must advise the Manager of Human Resources, or designate, of the details before exercising their authority. Once the Manager of Human Resources, or designate,

has been notified the employee shall only exercise their authority in accordance with instructions received. In emergency situations the employee shall act impartially and notify the Manager of Human Resources, or designate, immediately after exercising their authority.

- 4.2. Relatives of an employee may work in the same department provided there is no opportunity to exercise favouritism and no conflict of interest exists for the employees involved. An employee may not supervise a relative unless there are extenuating circumstances and the Manager of Human Resources, or designate, approves an exemption from this section of the policy.
 - 4.3. In the staffing process, selection panel members shall disqualify themselves from competitions where applicants are relatives or other individuals, where the continued participation of the panel member could raise a question as to their impartiality.
 - 4.4. Employees shall, so far as it is known to them, disclose and discuss with the Manager, or designate, of Human Resources situations which may be or may appear to be conflicts of interest under this section.
5. RELATING TO THE CAO
- 5.1. If a matter pertaining to the CAO arises, through CAO disclosure or otherwise, the Manager of Human Resources will provide a recommendation to the CAO regarding the appropriate action for the conflict of interest or nepotism in question. If the CAO disagrees with the Manager of Human Resources' decision, and the matter is unresolved, it will proceed to a review committee comprised of the four Directors, the Manager of Human Resources, or designate, the Reeve, and the Deputy Reeve. The review committee shall vote with the majority ruling. The decision of the review committee shall be final and binding and will be communicated to the CAO in writing.

6. CONSEQUENCES OF NON-COMPLIANCE

- 6.1. Greenview will address any infraction or instances of non-compliance and take correct action. All misconduct will be reviewed, as per the outlined procedures, and may result in disciplinary action, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution, or any combination thereof.

7. EXPECTATIONS

- 7.1. Commit to demonstrating Greenview values in their work and personal conduct.
- 7.2. Meet or exceed all legal and ethical responsibilities in their day-to-day work and personal conduct.
- 7.3. Employees are expected to perform their job duties in a manner conducive to a healthy and safe workplace, following all Greenview practices, policies, and procedures.
- 7.4. Abide by all Greenview policies in daily activities.

- 7.5. Act appropriately and reasonably when placed in compromising or situations where there is a real or perceived conflict of interest.
- 7.6. Employees are expected to operate Greenview equipment and vehicles in accordance with Greenview's Vehicle Usage Policy.
- 7.7. Recognize and maintain the highest level of confidentiality.
- 7.8. Be an ambassador – treat all citizens, vendors, and special interest groups fairly and consistently. Act and communicate in a way that reflects positively on Greenview.
- 7.9. Protect Greenview's reputation. As a Greenview employee, our behaviour is held to a higher standard when interacting with the media, making public statements, or using social media for work or personal use. You are accountable for your personal use of social media in the same way you are accountable for your off-duty conduct.
- 7.10. Work collaboratively to ensure quality service is provided to the ratepayers, Greenview communities, and surrounding areas.
- 7.11. Understand that this policy is further supported and complimented by other Greenview policies and standards including but not limited to Health and Safety, Workplace Violence and Respectful Workplace, Substance Abuse Prevention, and Social Media.
- 7.12. Understand that this policy is intended to support and complement any professional code of conduct or ethics that individuals are expected to follow due to their professional affiliation.

8. UNACCEPTABLE ACTIONS/BEHAVIOURS

- 8.1. Unacceptable behaviours shall include, but are not limited to the following:
 - A) Being under the influence of any non-prescribed drugs or alcohol while on Greenview premises, operating a Greenview vehicle, or are in the act of conducting Greenview business regardless of location.
 - B) Causing physical or emotional harm to another person;
 - C) Threats or harassing behaviour;
 - D) Aggressive behaviour that constitutes a reasonable fear of bodily harm to another person.
 - E) Verbal assault, causing emotional duress.
 - F) Willful damage or destruction to Greenview, or employee property;
 - G) Possession of a weapon while on Greenview premises, while conducting business on behalf of Greenview. Exempted from this provision are employees who are required to use or discharge a weapon in the operation of their duties, or designated employees of Greenview, who may require the use of a firearm or weapon to destroy pests or immobilize animals.
 - H) Disorderly, or indecent conduct on Greenview premises;
 - I) Creating a disturbance that interferes with the normal job activities of other employees.
 - J) Engaging in malicious gossip and/or the spreading of rumours;

- K) Causing an unsafe work environment, and thereby endangering the safety of Greenview employees;
- L) Violation of health and safety practices, policies and procedures;
- M) Theft, including physical and intellectual properties;
- N) Insubordination;
- O) Dishonest, illegal, or improper business activities;
- P) Job abandonment;
- Q) The use, possession, sale, manufacture or dispensation of any drug, alcohol, or paraphernalia associated with either;
- R) Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- S) The use of alcohol or illicit narcotics off of Greenview premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or Greenview's reputation in the community;
- T) Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform their duties;
- U) Repeatedly arriving to work late without providing advance notice and/or without reasonable cause;
- V) Failure to properly report an absence; and
- W) Failure to meet stated goals, objectives, and/or performance metrics required for a position.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Print Name	Signature	Date