

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR
SCHEDULE "A" TO BY-LAW NUMBER 2011-14**

**CODE OF CONDUCT FOR THE
EMPLOYEES OF THE TOWNSHIP OF O'CONNOR**

A. PURPOSE OF THE CODE OF CONDUCT

The Employee Code of Conduct Policy sets minimum standard for the behaviour of employees of the Township of O'Connor in carrying out their functions. It has been developed to assist employees to:

1. Work together harmoniously in accordance with the standards of the Township of O'Connor;
2. Act in the best interest of the Township when performing their duties;
3. Promote the Township's values, beliefs and policies; and
4. Act in a manner consistent with the highest moral, legal and ethical principles.

This policy recognizes that individuals have the right to be treated with respect in the workplace. The Township does not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine the safety and productivity of co-workers and themselves.

The Township of O'Connor, in exercising its responsibilities as the employer, will endeavour, at all times to provide a positive work environment, which is free from offensive remarks, material or behaviour and where employees provide courteous and efficient service to the community in a friendly and professional manner.

The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

This policy applies to all persons employed by the Township of O'Connor, with the exception of Council. This policy will also apply to third parties whom provide work or services on municipal property or in conjunction with municipal services.

A breach of this policy will result in disciplinary action as set out in the Township's Progressive Disciplinary Policy.

1. STANDARDS OF CONDUCT

The following are examples of, but not limited to, the types of conduct which the Township of O'Connor considers unacceptable and deserving of discipline, up to and including termination.

- a) Deliberate or willful destruction or damage to property, equipment, machinery or tools belonging to the Township, fellow employees, member of Council or members of the public.
- b) Theft or misappropriation of property belonging to the Township, fellow employees, Council members or any person associated with the Township.
- c) Engaging in immoral conduct, wearing or using obscene or abusive language while on municipal premises, while on duty or while representing the Township of O'Connor.
- d) Harassment of fellow employees.
- e) Possession of dangerous weapons or illegal items on municipal property or while on duty.

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- f) Fighting, threatening or intimidating others, or provoking or instigating a fight on municipal property or while on duty.
- g) Engaging in illegal conduct on municipal property or while on duty.
- h) Demonstrating insubordinate behaviour towards or refusing to follow directions or instructions from his/her supervisor or any person of authority.
- i) Engaging in poor work habits including performing the duties or responsibilities of one's position while impaired by drugs (legal and/or illegal) and alcohol. Also performing duties while impaired by other causes such as sleep deprivation, in which the manner or to a degree that the safe performance of the work might be compromised.

2. WORKPLACE DRESS

Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a safe and professional work environment image.

3. OUTSIDE REMUNERATION

An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place upon him/her demands inconsistent with his/her job and in particular;

- a) It does not interfere with the performance of his/her duties while working.
- b) It does not constitute actual or perceived conflict of interest; and
- c) It does not use municipal property, services, equipment, information or supplies, which he/she has access to by virtue of his/her employment with the Township.

4. DEALING WITH THE PUBLIC

Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public.

5. CONFLICT OF INTEREST

The Township recognizes the right of its employees to be involved in activities as citizens of the community, but employees must keep their role as private citizens separate and distinct from their responsibilities as Township employees and avoid conflict of interest. Conflict of interest situations shall include, but is not limited to;

- a) The employee's private affairs or financial interests are in conflict with his or her duties, responsibilities and obligations or result in the public perception that such a conflict exists;
- b) The employee's ability to act in the public interest on behalf of the Township would be impaired or appear to be impaired by the conflict; or,
- c) The employee's actions may compromise or undermine the trust, which the public places in the Township and its administration.

6. CONFIDENTIALITY

Confidential information that is not for public disclosure, or privileged information available only to Township employees, will not be used in order to benefit an employee or others. If the employee is unsure as to the status of information, the immediate supervisor should be consulted.

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7. GIFTS AND BENEFITS

Gifts or benefits should not be accepted where it may be determined by management that the employee could be influenced in making a business decision as a consequence of accepting such hospitality.

8. ENFORCEMENT AND CONTRAVENTION PROCESS

It is the responsibility of every supervisor to ensure that employees are aware of the Employee Code of Conduct Policy as well as all Township policies. All employees of the Township of O'Connor shall read, or have read to them, this policy and shall sign the Employee Code of Conduct Confirmation of Receipt and Understanding (Schedule "B").

A supervisor, who is aware that an employee has failed to observe the code of conduct, shall take the appropriate corrective action as per the Township's Progressive Discipline Policy.

If an employee has reason to believe that a supervisor is committing a serious breach of the code of conduct, he/she may approach the Clerk-Treasurer.

All employees have the responsibility to report verbally, or in writing, any evidence of breach of the standards set out in this policy and procedure. Reports should be submitted to the employee's direct supervisor with a copy forwarded to the Clerk-Treasurer. Employees have a responsibility not to be frivolous or vindictive in making such reports.

Supervisors and management staff have an ongoing responsibility to respond immediately to stop any activity in the workplace, which undermines this policy, whether or not there has been a report or a complaint. Inaction on the part of any supervisor or exempt management staff will be investigated by the Clerk-Treasurer and may result in disciplinary action being taken. A supervisor may require a complaint or report to be submitted in writing before taking any action under this policy.

**THE CORPORATION OF THE TOWNSHIP OF O'CONNOR
SCHEDULE "B" TO BY-LAW NUMBER 2011-14**

TOWNSHIP OF O'CONNOR

EMPLOYEE CODE OF CONDUCT

CONFIRMATION OF RECEIPT AND UNDERSTANDING

I, _____, have received a copy of the
Township of O'Connor's Employee Code of Conduct Policy and have read it or have had it read
to me and I fully understand its content.

Employee's Signature

Date

Supervisor's (or designates) Signature

Date