



Municipality of Crowsnest Pass Policy

Policy No.: Policy Title: Department: Council Approval: Reviewed: Revised: Supersedes Policy/Bylaw:	Human Resources 1803-01 Employee Code of Conduct Finance and Corporate Services M#6655-12 Date: October 2, 2012 Code of Conduct-October 4, 1994
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Policy Statement

All Employees must act in accordance with the Employee Code of Conduct.

1. Reason for Policy

- 1.1 Employees must perform their duties in an impartial and responsible manner that maintains and enhances public confidence and trust.
- 1.2 The purpose of this policy is to establish principles for appropriate conduct in the workplace by all Employees in the discharge of their duties.

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

2. Definitions

- 2.1. **Municipal Assets** include all property controlled or owned by the Municipality. Such property includes, but is not limited to equipment, financial assets, land, buildings, vehicles, materials, inventory, information/data, computers, electronic mail, internet services, electronic networks/equipment and any other electronic communication devices, phones, and work time.
- 2.2. **Conflict of Interest** arises whenever an Employee's personal or professional activities adversely affect the interests of the Municipality.
- 2.3. **Electioneering** means to work for the:
 - Election of a candidate or party in connection with any form of elected office; or
 - Promotion of a cause in connection with any issue.

- 2.4. **Employee** is an individual employed by the Municipality, including those:
- 2.4.1 Employed on a personal services contract.
 - 2.4.2 Employed by the Municipality and are members of CUPE Local 812.
 - 2.4.3 Receiving per diems, honorariums, and/or wages or wage reimbursement for lost wages that generate a Canada Revenue Agency T4/T4A.
 - 2.4.4 Employed through a grant program for which the Municipality is the principal agent.
 - 2.4.5 Employed by a Municipal Authority/Board/Committee.
 - 2.4.6 Employee for the purposes of this policy **does not include** Elected officials and Municipal Volunteers that **do not** receive a per diem, honorarium, or wage or reimbursement for lost wages that generate a Canadian Revenue Agency T4/T4A. These Individuals are subject to codes of conduct specific to their duties as Elected Officials and unpaid Volunteers.
- 2.5. **FOIP Act** means the Freedom of Information and Protection of Privacy Act.
- 2.6. **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.
- 2.7. **Personal Information** is defined in s. 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 individuals race, national or ethnic origin, colour or religious or political views or associations, the individuals age, sex, marital or family status, information about an individual's educational, financial, employment or criminal history, anyone else's opinions about the individual, etc. For a complete list see s. 1(n) of the FOIP Act.
- 2.8. **Political Activity** includes activities to:
- Raise and contribute money to campaigns with an aim to advance any individuals or groups interests; and
 - Campaign for an individual, group or to further any issue.

3. Responsibilities

3.1 Employees are responsible for:

- Reading and complying with the Code of Conduct and requesting clarification from the Director of Finance & Corporate Services or the Chief Administrative Officer as required, and
- Requesting clarification about any potential violation of the Code of Conduct , including Conflict of Interest, from the Chief Administrative Officer and
- Disclosing in writing to the Manager he/she directly reports to 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
- Reporting suspected violations of the Code of Conduct to the Chief Administrative Officer , and
- Co-operating with those performing an investigation.

3.2 The Director of Finance and Corporate Services is responsible for:

- Each Employee receiving a copy of the Code of Conduct, and
- Assisting all Departments and Employees in the administration, investigation, interpretation and application of the Code of Conduct, and
- Reporting all alleged violations of the Code of Conduct to the Chief Administrative Officer, and
- Submitting a report as necessary to the Chief Administrative Officer, itemizing all reported alleged violations and department follow-up.

3.3 The Director of Finance and Corporate Services in conjunction with Other Directors and Managers are responsible for:

- Formal orientation of the Code of Conduct with all Employees, and
- Insuring the Employee understands the Code of Conduct, and Insuring that all Employees receive a copy of the Code of Conduct, and
- The consistent administration of the Code of Conduct within each Department, and
- Documenting and retaining any major approvals, decisions or directions given to Employees, and
- Reporting all significant alleged violations of the Code of Conduct to the Chief Administrative Officer, and
- Investigating all routine alleged violations of the Code of Conduct, and
- Reporting status and results of investigations to the Chief Administrative Officer.

3.4 Chief Administrative Officer is responsible for:

- The consistent administration and communication of the Code of Conduct by all Departments

4. WHEN A VIOLATION IS REPORTED

- All information is kept confidential except when otherwise allowed by the Freedom of Information and Protection of Privacy Act (FOIP).
- No retaliation will be tolerated when reporting of a potential violation of the Code of Conduct is made in good faith.
- If retaliatory action occurs, the employee should report the action to the Chief Administrative Officer.
- Knowingly submitting a false report will be subjected to disciplinary action in accordance with **Discipline Policy 1800-01**.
- Employees will be subject to disciplinary action in accordance with **Discipline Policy 1800-01** may be prosecuted criminally, and may also be subject to civil proceedings.

5. Attachment A: EMPLOYEE CODE OF CONDUCT

6. Attachment B: EMPLOYEE CODE OF CONDUCT HANDBOOK AND GUIDE

7. End of Policy

MUNICIPALITY OF CROWSNEST PASS
EMPLOYEE CODE OF CONDUCT

Attachment A

To ensure orderly operations, provide for the best possible work environment and to encourage the provision of high quality service, the Municipality of Crowsnest Pass expects all Employees to conduct themselves at all times in such a way as to protect the interests and safety of all Employees and members of the Public. All Employees are expected to further the objectives of the Municipality of Crowsnest Pass and to abide by the policies, rules and regulations established and approved by the Municipality of Crowsnest Pass. All Employees are expected to consider safety and risk management at all times in delivery of service. All Employees are expected to conduct themselves in a professional fashion and fulfill their duties with courtesy, honesty, respect, integrity, and diligence. This includes the requirement for Employees to apply themselves fully to the duties of the position during work hours. Employees must refrain from outside activities which bring the Municipality of Crowsnest Pass directly into disrepute or compromise the reputation of the organization.

The Municipality of Crowsnest Pass is dedicated to providing high quality, timely and effective service to the Public. All Employees are expected to conduct themselves in a manner consistent with this objective.

Appearances before Council

It is the Municipality's expectation that an Employee will not appear before Municipal Council, or its committees or boards, on matters affecting an external organization, if the Employee has any involvement that could be considered a Conflict of Interest.

Municipal Assets

It is the Municipality's expectation that an Employee will use and permit the use of Municipal Assets only for the performance of Municipal duties. It is the Municipality's expectation that an Employee will safeguard and protect Municipal Assets. It is the Municipality's expectation that an Employee will not use any Municipal assets, including but not limited to email and internet services, if the use could be offensive or inappropriate or illegal.

Disclosure of Information

It is the Municipality's expectation that an Employee will 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 Municipal duties.

Gifts and Gratuities

It is the Municipality's expectation that an Employee 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

It is the Municipality's expectation that an Employee will only engage in Other Employment that does not conflict with his/her Municipal duties or the Employee Code of Conduct, or that puts the Employee in competition with the Municipality for services being provided.

Personal Conflict

It is the Municipality's expectation that an Employee will perform his/her duties with honesty and integrity and in a manner that is helpful, respectful and courteous. It is the Municipality's expectation that an Employee will not behave in a manner that could result in a Conflict of Interest.

Personal Gain or Benefit

It is the Municipality's expectation that an Employee will remove himself/herself from any decision process that may result in personal gain or benefit. It is the Municipality's expectation that an Employee will use information collected by the Municipality for purposes consistent with the use for which it was collected. When the Employee has access to confidential information relating to any competition open to the public, he/she is ineligible to compete.

Political Activity

It is the Municipality's expectation that an Employee must not engage in any Political Activity or Electioneering during normal working hours or at his/her place of work.

Documents Received by Employee

- **Policy 1803-01 Employee Code of Conduct**
- **Employee Code of Conduct**
- **Employee Code of Conduct Handbook & Guide**

CODE OF CONDUCT

Municipality of Crowsnest Pass
Employee Code of Conduct
Handbook and Guide

Produced August 2012



Why Have a Code of Conduct?

The Employee Code of Conduct Policy and this Handbook collectively referred to as the “Code of Conduct” explain the expected standards of behavior. It states values, provides guidance and recommends action so that all Employees know what is expected of them. The Code of Conduct creates an environment that encourages a specific standard of behavior, lessens confusion, and upholds fair and equitable treatment of all Employees..

When all Employees are treated with dignity, respect and trust they feel valued and are more likely to perform well and enjoy their jobs. This, in turn, enhances their effectiveness as Municipal Employees, and promotes Public confidence in the integrity of Municipal services. The Code of Conduct is the corner stone to the success and the reputation of both Municipal Employees and the Municipality.

The Code of Conduct is the foundation upon which the Municipality is built and is simply a reminder of practices and principles of conduct expected by the Municipality.

How Does the Code Affect Me?

The Municipality of Crowsnest Pass acknowledges that it is only through the commitment of our Employees that we are able to deliver quality service and maintain Public trust. As our most valued asset, Municipal Employees must be above reproach in their professional dealings and must demonstrate the highest standards of behavior. It is with this in mind that every Municipal Employee is expected to be aware of, and comply with, the Code of Conduct.

Disclosure

If you think you may be in violation of the Code, address the situation and make full and prompt disclosure to your Manager. Any apparent non-compliance by another Employee must also be promptly reported to the Chief Administrative Officer.

Ethical Questions

The Code of Conduct cannot outline every situation or relationship that might create an ethical dilemma. Each of us must understand and be able to carry out duties in a manner which is beyond reproach and free from actual or perceived conflict of interest, favouritism and any other unethical consideration. All of us, at some point, are faced with ethical dilemmas and must struggle to find an answer to the question, "What is the right thing to do?"

When in doubt, talk to your peers or to your Manager. If you can't arrive at an answer or if your issue is too sensitive to discuss with a peer or supervisor, feel free to access the following resources for advice:

- Chief Administrative Officer
- Director of Finance and Corporate Services

Appearances Before Council

It is the Municipality's expectation that an Employee will not appear before Municipal Council, or its committees or boards, on matters affecting an external organization, if the Employee has any involvement that could be considered a Conflict of Interest.

CODE of CONDUCT

What Does This Mean?

Employees who appear before Municipal Council, its committees or boards, on behalf of an outside organization must declare their involvement to the Chief Administrative Officer.

Why is This Important?

If you are in a position to advise Municipal Council, its committees or boards, your particular issue could be seen as favoritism or conflict of interest. It must be clear to everyone involved that your volunteer work is done as a private individual and not as a Municipal representative.

Things to Do

- Let people in your community group know about the Municipality's Code of Conduct.
- Advise the Chief Administrative Officer of any appearance before Council that may cause conflict between your job duties and outside activities.

Frequently Asked Questions

Q I belong to a non-profit organization. May I appear before Municipal Council on its behalf?

A Yes. You have the right to appear on your own time before Municipal Council, its committees and boards on behalf of public groups, such as community leagues, athletic organizations and charitable organizations. You also have the right to appear as a taxpayer, elector or owner on issues specified in the Municipal Government Act. However, you must appear on your time and declare your involvement to the Chief Administrative Officer prior to appearance.

Q May I appear before Municipal Council on behalf of my private company?

A Yes. You have the right to appear as a taxpayer, elector or owner on issues specified in the Municipal Government Act. However, you must appear on your time and declare your involvement to the Chief Administrative Officer prior to appearance.

Municipal Time and Assets

It is the Municipality's expectation that an Employee will use and permit the use of Municipal Assets only for the performance of Municipal duties. It is the Municipality's expectation that an Employee will safeguard and protect Municipal Assets. It is the Municipality's expectation that an Employee will not use any Municipal assets, including but not limited to email and internet services, if the use could be offensive or inappropriate or illegal.

Further, Employees must devote themselves to the performance of their employment duties during paid working hours.

CODE of CONDUCT

What Does This Mean?

Municipal assets, which includes all equipment and material owned or controlled by the Municipality of Crowsnest Pass, must be properly taken care of and used only for Municipal purposes.

This includes but is not limited to equipment, financial assets, land, buildings, vehicles, materials, inventory, information/data, computers, electronic mail, internet services, electronic networks/equipment and any other electronic communication devices, phones and work time.

Why is This Important?

The Municipality like any organization cannot afford to waste time, money or resources. We serve all the Citizens of Crowsnest Pass and to do our jobs properly, we need to have all resources available at all times. Whether the asset in question is work time, a Municipal vehicle or a computer, it must be ready and available to do the assigned task.

Things to Do

- Respect Municipal assets and take proper care of them
- Use Municipal assets only for Municipal work
- Reimburse the Municipality promptly for any personal costs (Long distance calls, photocopying)

Things NOT to Do

- Take home Municipal assets for personal use
- Use your Municipal vehicle, machinery and equipment for personal business or personal use.
- Install personal software on Municipal computers
- Download software from the internet without prior approval
- Store large amount of non-work-related data on Municipal computers
- Access, communicate, distribute or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or sexually explicit material on Municipal computers

Frequently Asked Questions

Q Can I photocopy my son's hockey schedule for him and his teammates?

A **Yes.** You will reimburse the Municipality as per the Municipal Fees and Charges Bylaw.

Q Can I help myself to things the office is throwing out or declaring surplus?

A **No.** articles in the garbage are still considered Municipal assets. If you are interested in purchasing an item that has been declared surplus contact management.

Q Can I use the internet at work to plan my vacation and book my tickets?

A **Yes.** Only on personal time.

Q Is it appropriate to sell chocolates or raffle tickets or collect money for charitable associations at my work site during normal working hours?

A **No.** Such activities should not be hosted in the work place.

Q Can I access Municipal assets for occasional personal use? What about infrequent phone calls? Can I call my child's daycare or make a medical appointment?

A **Yes.** As long as there is no negative impact on your performance, no abuse of paid work time or no added cost to the Municipality. This includes but is not limited to computers, telephone and cellular phone use.

Q I am authorized to take a Municipal vehicle home at night. If the grocery store is not out of my way, can I stop in the Municipal vehicle?

A **No.** Vehicles are provided for Municipal work and unless there is an emergency employees should use their personal vehicles for errands.

Q What should I do if I receive chain letters or offensive jokes and pictures at my email address at work?

A Delete them immediately and tell the sender to stop sending them to your Municipal address or block the email address from being received by your Municipal Microsoft Outlook program.

Disclosure of Information

It is the Municipality's expectation that an Employee will 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 Municipal duties.

CODE of CONDUCT

What Does This Mean?

Many Employees have access to personal information about other Employees or access to confidential commercial or financial information of members of the Public. This information must be kept confidential and secure, and must only be used for the purpose for which it was collected.

Why is This Important?

Employees have a responsibility to maintain and to protect confidential business or financial information of the Public and information accessed about identifiable individuals. This includes but is not limited to:

- Name, address, telephone number
- Race, ethnic origin
- Age, sex, marital or family status
- Medical history
- Employment history, and
- Personal opinions about identifiable individuals

The Freedom of Information and Protection of Privacy Act (FOIP) governs the way Alberta municipalities release information. Employees are required to keep all personal information and all confidential business or financial information of the Public confidential and to use it for the purpose for which it was gathered. We cannot release this information without permission and we cannot use it for personal gain or benefit.

Things to Do

- Maintain confidentiality
- Keep information secure
- Keep information only for the purpose for which it was collected
- Contact your FOIP Coordinator for assistance on how to collect, use and disclose information.

Frequently Asked Questions

Q I have been asked to give a job reference for a former Municipal Employee. Can I share my opinions about this individual?

A Yes. But only with the employee's permission.

Q Can I access another Employee's file?

A Yes. Only for work-related purposes and if you are authorized to do so.

Q I operate a small, home-based business that sells baby clothes. In my job, I have access to personnel files and I've noticed that a few Municipal Employees are on maternity leave. Can I call them at home to let them know I'm in business?

A No. Employees provide their phone numbers and family information to the Municipality for work related purposes. It is a severe breach of conduct to use this information for anything other than what the Municipality has collected it for. (FOIP)

Q I handle the Human Resources files for my office and discovered my co-workers birthday is coming up. Can I plan a surprise party?

A No. If you found out about the birthday through Municipal records, the information is considered confidential and cannot be shared with colleagues or used to plan a party

When In Doubt...

Each of us make work related decisions every day.

Sometimes, outside interests can make these decisions more difficult. When in doubt about what to do, ask yourself these questions:

- Will this result in a personal gain or benefit?
- Could an outside person, co-worker, or the media perceive this action as unethical?
- Will I owe somebody something as a result of this action?
- Was this gift/action intended to influence my decision?
- Would I hesitate to take this action or to allow my Employees to take this action within my own company?

If you answered “yes” to any of these questions, you may have an ethical dilemma. Change your actions or seek advice. If you’re still not sure, ASK again and keep ASKING until you get an answer. A simple rule of thumb – “if in doubt, don’t.”

CODE of Conduct

Gifts and Gratuities

It is the Municipality's expectation that an Employee 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.

CODE Of CONDUCT

What Does This Mean?

Employees must not give or receive gifts in exchange for special consideration or favours.

Why is This Important?

Although most gifts come with no strings attached, there is always the chance that something is expected or perceived to be expected in return.

Things to Do

- Refuse cash tips
- Decline gifts that could be viewed as an exchange for a favour
- Ask your Manager if you are unsure

Frequently Asked Questions

- Q The Municipality is in the process of awarding a contract and I am involved in the decision process. One of the bidders has offered to take me to a Flames' Game. Can I accept the invitation?
- A No. The perception is that the bidder could be given special consideration or favours in return for the ticket(s).
- Q I'm a grader/equipment operator. Some of the seniors on my route like to give me a cash tip at Christmas. I don't want to be impolite by rejecting what is a kind and sincere gesture. How should I respond? Can I accept gifts?
- A No. Politely explain that you appreciate the gesture but that the Municipality already compensates you. It is unacceptable to accept, cash, loans, free services or individual discounts.
- Q The Municipality paid for me to attend a conference and I won a door prize. Can I accept it? Can I accept an honorarium?
- A You can accept the door prize but, if the prize is of significant value, you should advise your Manager.
- Q I am organizing my department's annual golf tournament. Can I solicit merchants for prizes?
- A Yes. You can solicit local merchants as long as you do not use the Municipal vendor list

Other Employment

It is the Municipality's expectation that an Employee will only engage in Other Employment that does not conflict with his/her Municipal duties or the Code of Conduct or that puts the Employee in competition with the Municipality for services being provided.

CODE of CONDUCT

What Does This Mean?

Other employment is permitted, but only with organizations not in direct competition with the Municipality.

Why is This Important?

During paid working hours, your priority must be to Municipal service, above all other financial interests. Municipal Employees are expected to be loyal to the Municipality.

Things to Do

- Refuse work from the Municipality's competitors
- Get written approval from the Chief Administrative Officer or your Disability Plan Administrator before you accept outside employment during a leave of absence.

Frequently Asked Questions

- Q I'm off work and receiving disability benefits. I can't do the heavy, physical labour my municipal labour demands but I can run my home-based bookkeeping business. Is this a violation?
- A Yes. Your Disability Case Manager must approve all outside employment while you're on disability leave.
- Q I work as a mechanic for the Municipality and would like to get a part-time job as a mechanic. Is this permissible?
- A Yes. You can take the job as long as the service is not in direct competition with the Municipality and the service is not performed on Municipal time or in Municipal facilities or using Municipal materials.

Related Resources

- [Benefit Plan Handbook](#)

Personal Conduct

It is the Municipality's expectation that an Employee will perform his/her duties with honesty and integrity and in a manner that is helpful, respectful and courteous. It is the Municipality's expectation that an Employee will not behave in a manner that could result in a Conflict of Interest.

CODE of CONDUCT

What Does This Mean?

Employees will do their jobs to the best of their ability, conduct themselves appropriately and will be considerate and helpful to other employees and citizens.

Why Is This Important?

It takes the effort of each and every Employee to make the Municipality of Crowsnest Pass a great place to live, learn, work and play. The best way to maintain good working relationships is to treat every person the way you want to be treated.

This is particularly important for Municipal Employees because the Public often sees us as ambassadors for the Municipality. As such, it is our responsibility to care for the Community and to make sure the people of the Crowsnest Pass get the best value for their tax dollars. This means working to maintain the Public's confidence by acting courteously and responsibly and by providing the best possible service.

Things to Do

- Practice common courtesies, such as “please” and “thank-you”
- Treat people as you want to be treated
- Represent the Municipality in a positive way
- Be honest with people
- Make every person feel important
- Take on a customer service focus
- Exercise diplomacy and tact when dealing with difficult people
- Respond promptly to requests for information
- Avoid sharing confidences others have placed in you
- Refrain from engaging in speculation that promotes rumor mongering and gossip

Frequently Asked Questions

Q Do I have to follow the Code of Conduct when I'm off duty but still in my Municipal uniform (clothing)?

A Yes. When you are in uniform (clothing), the public identifies you as a Municipal employee and may assume you are performing Municipal duties.

Q Can I stop for a beer on my way home from work if I'm wearing my Municipal uniform?

A No. Although you are on your own time, your uniform (clothing) leads people to believe otherwise.

Q Can I voice opinions that may criticize the Municipality at a public meeting?

A Yes. You have a right, as a citizen, to voice your opinion at any meeting you attend on your own time. You must not identify yourself as a Municipal employee or use confidential Municipal information.

Q In my job, I'm in regular contact with angry people. How do I deal with abusive and profane language?

A Pay genuine attention to that person and project a positive, courteous attitude. Be helpful and do what you can to resolve the issue. If the aggressive behavior continues despite your best efforts, ask for help from your Manager.

Personal Gain, Benefit or Favouritism

It is the Municipality's expectation that an Employee will remove himself/herself from any decision process that may result in personal gain or benefit. It is the Municipality's expectation that an Employee will use information collected by the Municipality for purposes consistent with the use for which it was collected. When the Employee has access to confidential information relating to any competition open to the public, he/she is ineligible to compete.

Code of Conduct

What Does This Mean?

Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism, or benefit. Awarding of Municipal tenders, employment opportunities, land sales and disposal of surplus assets will be carried out impartially – without any advantage or favouritism to themselves or others.

Why is This Important?

All Municipal business must be conducted fairly and impartially.

Things to Do?

- Use information only for the purpose for which it was collected
- Declare any relationship you may have with persons or organizations doing business with the Municipality
- Remove yourself from the decision process that might result in actual or perceived gain, benefit or favoritism.

Frequently Asked Questions

Q My sister just bid on a Municipal contract in my work area. What should I do?

A You must disclose your relationship to your Manager at the beginning of the process. If you are in a position to evaluate the bid, influence the selection of the successful bidder or manage the bidder's performance, there is a potential conflict of interest. You will probably be asked to remove yourself from the decision – making process.

Q In my job, I drive a Municipal pickup truck that is just being declared surplus. Can I buy it?

A Yes. Once the Municipality has properly declared the truck surplus and it is available for sale to the public at large, you may make an offer to buy it.

- Q My brother-in-law is qualified for a job I directly supervise. Can he be hired for that position?
- A Immediate family members may not work in the same section, branch or department, where direct supervision would create an conflict.

Political Activity

It is the Municipality's expectation that an Employee must not engage in any Political Activity or Electioneering during normal working hours or at his/her place of work.

CODE of CONDUCT

What Does This Mean?

Political activities, such as canvassing, campaigning and fundraising, that aim to advance an individual's or group's interests will not be permitted in the workplace. All employees have the right to take part in political activity and electioneering, but only on their own time.

Why Is This Important?

The fact that we work for a municipal government presents a unique situation; our workplace is a highly political environment where opinions vary widely and strongly and can be a source of political conflict. Furthermore, political discussions can make people uncomfortable. In order to respect all beliefs, political activity is not allowed in the workplace.

Things to Do

- Take part in political activity and electioneering on your own time.

Things Not to Do

- Post, solicit, distribute, wear or otherwise display political material or Messages in or on Municipal Assets.
- Raise or contribute funds to any campaign that aims to advance a person's or a group's political interests during working hours or while at your place of work.

Frequently Asked Questions

Q Can Municipal Employees run for political office?

A **Yes.** But you must either take a leave of absence from your job or resign.

Q Can I campaign for a union position at work?

A **No.** All political activity and elections in the workplace, including union elections are not allowed.

Q Can I wear a badge with a political statement while I perform my municipal duties?

A **No.** Political propaganda is not permitted at your place of work,

Q My spouse is running for political office. Can I accept contributions to the campaign while I'm at work?

A **No.** Municipal Employees are not permitted to raise or to contribute funds to political campaigns while at work.

Related Resources

- Municipal Government Act
- Local Authorities Election Act

Professional Codes of Conduct

- Employees with professional affiliations – accountants, lawyers, engineers, auditors, safety officers and social workers- may be subject to more than one Code of Conduct. If a situation arises that may cause conflict or confusion between the applicable codes, ask the Director of Finance and Corporate Services or the Chief Administrative Officer or contact Provincial Labour Relations or Human Resources Agencies.

Compliance

The Director of Finance and Corporate Services in conjunction with other Directors must ensure every Municipal employee receives a copy of the Code of Conduct and is orientated to the Employee Code of Conduct Policy, the Employee Code of Conduct and the Employee Code of Conduct Handbook and Guide.

Questions concerning the application, interpretation or disclosure procedures of the Code of Conduct should be directed to The Director of Corporate Services or the Chief Administrative Officer

Violation of the Code of Conduct is subject to Disciplinary Action in accordance with Discipline Policy 1800-01.