

## **200-4 CODE OF ETHICS**

- To strive to represent every citizen of the community and not to show prejudice or bias.
- To recognize the expenditure of funds is a public trust, and endeavor to authorize expenditures efficiently, economically and in the best interest of the municipality.
- To abide by the majority decisions of the Council once they are made and accept and support them.
- To recognize that authority rests with the Council as a whole and not individually.
- To maintain the integrity, confidence and dignity of the Council by striving to insure all the facts are evident before making a decision.
- To maintain confidentiality at all times.

### **200-4.1 MUNICIPAL EMPLOYEE CODE OF CONDUCT** **As per Motion: 77-16**

#### **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.
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**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:

1. Further, or seek to further, his or her private interests or those of his or her family; or
2. Seek to improperly further another person's private interests.
3. Respect and maintain the confidentiality of information gained as an employee, including, but not limited to, all computer software and files, all business documents and printouts, and records that are kept in office.
4. Respect and maintain the confidentiality of individual personal information about co-workers.

**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 interests.

**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 or the Personnel Committee in the case of the Administrator.

**ACCOUNTABILITY:**

1. Act with honesty and integrity and in accordance with any professional standards and /or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the R.M. of Gull Lake No. 139.
2. Comply with both the Operations and Reference Policy Manual of the R.M. of Gull Lake No. 139.
3. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

**CONFLICT OF INTEREST:**

Conflict of interest arises when a person participates in a decision about a matter (which includes any contract or arrangement of employment) that is seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

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. All of the above is referenced to Section 111 of The Municipalities Act.