



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-010

Policy Title: Municipal Employee Code of Conduct

Policy Objective:

To set forward a Code of Conduct for the Municipal Employees to follow

Authority:

Council Resolution #248/19

Dated: November 12, 2019

Background:

1. On November 17, 2015 the Provincial Government of Saskatchewan completed the third reading of Bill 185 – The Municipal Conflict of Interest Amendment Act;
2. This Bill 185 was necessary due to the infractions seen and reported within municipalities in the Province.
3. Section 111.1 of the Municipalities Act sets out the rules and obligations of the Council to establish a code of conduct for employees

Policy:

1. 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 interest 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:

- a. Detrimently affect the municipality’s reputation;
- b. Make the employee unable to properly perform his or her employment responsibilities;
- c. Cause other employees to refuse or be reluctant to work with the employee; or
- d. Otherwise inhibit the municipality’s ability to efficiently manage and direct its operations.

2. Purpose

This Code of Conduct is intended to:

- a. Provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- b. Protect the public interest;
- c. Promote high ethical standards among municipal employees;
- d. 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
- e. Set out the corrective measures for unethical conduct.

3. 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 proceedings, 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:

- a. Further, or seek to further, his or her private interests or those of his or her family; or
- b. Seek to improperly further another person's private interests.

4. 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:

- a. Further, or seek to further, his or her private interest or those of his or her family; or
- b. Seek to improperly further another person's private interests.

5. 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 CAO) 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 provision of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- a. His or her direct supervisor, in the case of any employee; or
 - a. The supervisor must immediately advise the CAO.
- b. Council or the Personnel Committee in the case of the CAO or Manager of Public Works.

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.

- 6. Disclosure Statement is attached to and forming part of this policy.
 - a. Statement shall be kept confidential in each employees file.



Approval for Outside Employment/Activity and/or Disclosure of Other Outside Activity/Interest which may Create a Real or Perceived Conflict of Interest

To seek approval to engage in outside employment and/or to disclose other outside activities/interests as required by the Conflict of Interest Guidelines in Policy HR-010:

1. Approval is required before engaging in outside employment;
2. This form should be completed by employees prior to engaging in other activities/interest that may result or appear to result in a conflict of interest.

Type of Service Employment:

Name: _____
(please print)

Full-time

Seasonal

Position: _____

1. (a) Type of outside employment/activity

(b) Type of other outside activity/interest which may create a real or perceived conflict:

2. Identify and explain the outside employment/activity/interest (including the location) identified in 1(a) and 1(b) above:

3. The outside employment/activity/interest identified in 1(a) and 1(b) above:

(a) Interferes with the performance of my regular duties

Yes _____ No _____

(b) Uses advantages derived from employment in the RM of Meadow Lake

Yes _____ No _____

(c) Involves the use of RM of Meadow Lake #588 premises, supplies, equipment, employees, etc.

Yes _____ No _____

(d) Is performed in a manner as to appear to be an official act or policy of the RM of Meadow Lake

Yes _____ No _____

(e) Is done during my normal working hours

Yes _____ No _____

(f) May create a real or perceived conflict of interest

Yes _____ No _____

Explanation:

Signature of Employee

Date



Approval for Outside Employment/Activity and/or Disclosure of Other Outside Activity/Interest which may Create a Real or Perceived Conflict of Interest

Employee Name: _____ Date: _____

4. Recommendation by Departmental Manager:

(a) Recommended _____ (b) Not recommended _____

Explanation:

Signature of Immediate Supervisor

Date

5. Decision by Chief Administrative Officer

(a) Approved _____

(b) Approved provided the following action is taken:

(c) Refused

Explanation of refusal:

CAO

Date