



Policy Name:	Code of Conduct for Staff	Policy No:	HR01-2021
Department:	Municipality Wide		
Effective Date:	August 9, 2021		
Date Revised:			
Authority:	By-Law No. 50-2021	Repealed Authority:	

1. Coverage

This Code of Conduct applies to all Municipal Staff representing the Municipality of Arran-Elderslie (Municipality/Corporation). It is the responsibility of all staff to be aware and comply with this Code of Conduct and all other policies adopted by the Council of the Municipality of Arran-Elderslie.

2. Purpose

The purpose of a Code of Conduct for municipal employees is to foster universal understanding of the fundamental rights, privileges and obligations of a local government employee. A Code of Conduct serves as an embodiment of basic principles of integrity, honesty, impartiality and common-sense, and recognizes that a municipal employee has a responsibility to uphold these principles. The Code of Conduct is also intended to recognize implicitly that an employee of a municipal corporation is entitled to the same basic rights and freedoms afforded to all citizens.

3. Dress Code

The purpose of this policy is to provide direction to employees as to a dress code that projects a neat, professional and safety conscious manner appropriate to duties assigned to their position.

The Municipality of Arran-Elderslie is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for Council, residents, customers, potential employees, and community visitors. Appropriate footwear shall also be worn at all times, whether is it in an office setting, site visit or outside work.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment, and applying a dress practice that is conducive to our business environment.

To assure compliance with the requirements of the Occupational Health and Safety Act Section 28(1)(b) of that Act states, "the employee will use or wear the equipment or



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clothing that the employer requires to be worn.” Further, the 'so-called general clause' Section 25(2)(h) of the Act requires the employer to “take every precaution reasonable under the circumstances for the protection of the worker.”

The Municipality is committed to providing and maintaining a safe and healthy workplace environment by requiring employees to wear specific uniforms and/or safety apparel appropriate to duties assigned to their position. More specifically, this applies to the Public Works, Building, Facilities and Recreation, and Water and Wastewater employees up to and including the Director of those departments.

Fridays are designated as 'Casual Day' for employees working in the Administration Office. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business-casual attire be worn on Casual Day.

The Municipality will take an employee's religion, ethnicity, or disability into consideration as it pertains to personal dress and/or grooming.

Clothing bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist, or discriminatory in nature are not permitted.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, Department Heads, or the CAO, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.

4. Scent Free Awareness

Support in limiting or eliminating the use of scented personal care products whenever possible at your work site, and meetings, is helpful to all employees and the public. Choose unscented alternatives that are available when possible. By making these choices, you will contribute to promoting health and wellness for all staff and the public.

5. Media Relations

Staff should exercise care when communicating with the media on municipal matters. Only Department Heads and the Chief Administrative Officer should comment to the media on any Municipal matter, unless otherwise authorized by the Department Head and/or Chief Administrative Officer/Clerk. This provision is not intended to restrict the ability of employees to express an opinion on non-municipal general interest matters, where the employee makes it clear that he/she is commenting as a private citizen, and not in his/her capacity as a municipal employee.

6. Confidential Information

Where a member of the public requests information regarded as confidential by the



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Municipality, they must be referred to the Chief Administrative Officer or Clerk who will advise them of the formal procedures in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

7. **Conflict of Interest**

A conflict of interest occurs when, in the course of an employee's duties, the employee is called upon to deal with, or has been involved in, a matter in which the employee has a direct or indirect personal interest.

A direct interest arises when an employee may derive, or be seen to derive, some personal benefit or avoid personal loss. An indirect interest arises when the potential benefit or loss would be experienced by another person or corporation having a relationship with the employee. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such.

In other words, a conflict arises when any employee participates in activities that advance a personal interest at the expense of the Municipality's interests, which include public trust and confidence. Any behaviour, which is, or could be perceived as, a conflict is strictly prohibited and subject to corrective measures.

Employees of the Municipality, as a condition of employment, are required to avoid involvement in any situation, activity or issue that could present a perceived, real or potential conflict of interest between the employee and the Corporation by adversely affecting:

- The employee's performance of duties and responsibilities as an employee of the Corporation; and/or
- The relationship of mutual trust and responsibility that is necessary between the Corporation and its employees; and/or
- The interest of the Corporation, financial or otherwise, the reputation of the Corporation in the community or any other legitimate concern of the Corporation as addressed by the Chief Administrative Officer.

Principles of Conduct

An employee shall not:

- Conduct external business activities that compete with Municipality services;
- Engage in any business or transaction or have a financial personal interest that is incompatible with the discharge of the employee's official duties, or corporate interests;
- Be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment;



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- Give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise;
- Deal with an application to the Municipality for a loan, grant, award, or other benefit which involves themselves or immediate relatives, be in a position where the employee could derive any direct or indirect benefit or interest from any contracts about which the employee can influence decisions;
- Benefit from the use of information acquired during the course of official duties that is not generally available to the public in any outside work or activity or business undertaking that interferes or appears to interfere with the employee's duties, gives or appears to give the employee an advantage derived from employment at the Municipality, or might appear to influence or affect the carrying out of duties as a Municipality employee; or
- Use Municipality property, equipment, supplies or services for activities not associated with the discharge of official duties.

Conflict of Interest Disclosure

An employee must make prompt and full disclosure in writing to the applicable Department Head and/or Chief Administrative Officer of any actual or potential conflict of interest, including:

- A description of the conflict of interest;
- The nature of the direct or indirect personal interest; and
- Identity of any person(s) or corporations in which there is a personal interest.

Upon receiving disclosure of a conflict of interest, the Department Head and/or Chief Administrative Officer shall take reasonable steps to ensure the employee is removed from the conflict of interest situation. An actual or potential conflict of interest can arise without any intentional wrongdoing or improper conduct on the part of the employee. Therefore, employees will not be disciplined or treated adversely for making prompt and full disclosure of the circumstances. However, all employees are expected to make every effort to avoid such circumstances. Employees are expected to use sound judgment and Conflict of Interest guidelines in a pro-active fashion in order to maintain the public's trust in the Municipality's objectivity and integrity. Failure to disclose conflicts of interest will be treated as a serious matter.

8. Professional Behaviour

- The Corporation's employees are the ambassadors of the Municipality. Thus, each employee must be conscious of the Municipality's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behaviour and integrity.
- Municipal employees interact with community agencies, contractors, suppliers and the public on a daily basis. Employees must be professional, courteous, and



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objective in all of these interactions.

- Employees, as representatives of the Municipality, are expected to reflect a professional image.
- As with external relations, employees must be professional and courteous with their co-workers. They should be aware of the effect that their workplace behaviour has on others. Employees are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner.

The following standards are intended as a guide to the conduct the Corporation expects of its employees and are not designed to inhibit its employees unnecessarily. The standards outlined are not intended to cover every possible situation and others may be added to include new situations. The following shall not be acceptable standards of conduct. Failure to abide by these may result in progressive corrective measures up to and including termination.

a) Alcohol/Drug Use

The Corporation strives to provide a safe, alcohol and drug-free work environment for all persons. Accordingly, the Municipality strictly prohibits an employee being impaired or under the influence of legal or illegal drugs or alcohol which could adversely affect the employee's work performance, the safety of the employee or others, or puts the Municipality's reputation at risk. Each employee is expected to review and sign off on the Municipality's Drug and Alcohol Policy.

b) Damaging Property

The neglect or carelessness of an employee that results in the loss, damage, breakage or destruction of Corporation property or the property of fellow employees or others.

c) Discourteous Behaviour

The use of profane, discourteous, abusive or rude language, or action against another employee, supervisor or others.

d) Discrimination

Every employee of the Corporation has the right to receive fair treatment and to work in an environment that is free of discrimination and harassment.

9. Facilities and Equipment

The unauthorized use of Municipal property, resources or premises, and the unauthorized removal of property from the Corporation's premises, without the prior approval of the supervisor, are subject to discipline up to and including dismissal and may be subject to Criminal Charges.



10. Failure to Report Accidents

Failure to report accidents, breakage or damage to equipment and machinery (which occurs when assigned to drive or use equipment and machinery), giving false information, refusing to give testimony when accidents are being investigated, or receiving traffic violations with vehicles of the Corporation.

11. Failure to Observe Safety Rules

Failure to observe the established fire safety, health and safety procedures and engage in dangerous or potentially dangerous activities.

12. Falsifying Records

Falsifying or altering of employment or time records, work schedules or payroll records. Falsifying an employment application, and/or providing false or misleading information, prior to or during your employment.

13. Insubordination and Not Report for Work

Willful disregard, disrespect toward a supervisor or representative of management, failure to obey or perform work as required or assigned.

Employees who are unable to report to work at their scheduled starting time are required to notify their supervisor directly and to do so as soon as possible so that, if necessary, replacement staff can be scheduled.

Employees who are unable to report for work are required to contact their supervisor on a daily basis throughout their absence to confirm their continuing inability to report to work. When a continuing absence is due to illness, daily notification of the supervisor is required until medical confirmation is received regarding the estimated length of the absence.

14. Theft

Embezzling and/or pilfering of Corporation property, or the property of employees or others (the unauthorized removal, storage, transfer or utilization).

15. Political Activity

Employees are discouraged from direct involvement in the Municipal Election Campaigns. This includes the posting of candidate signs on their personal property, and the signing of nomination papers.

Employees may be involved in provincial and federal campaigns as long as this



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involvement does not affect the objectivity with which they must discharge their duties as a representative of the Corporation. Municipal resources shall not be used on any election campaign.

An employee who intends to be a candidate in a Municipality of Arran-Elderslie municipally run election, must take a leave of absence and, if elected, must resign their position with the Municipality.

16. Management Responsibilities

- As part of effective performance management, each Department Head and/or Chief Administrative Officer must ensure that employees are aware of and in compliance with the Code of Conduct.
- The Corporation is accountable for protecting the assets of, and the public trust in the Municipality. Toward this end, Management must ensure the establishment and monitoring of adequate systems, procedures and controls to prevent and detect fraud, breach of trust and other forms of wrongdoing.
- Management will provide training and development that will enable our employees to understand and comply with the intent of this Code to the best of their ability.
- Prior to acting on a suspected wrongdoing, Management should seek the advice of the Chief Administrative Officer, who will subsequently notify the Municipality Solicitor where appropriate. This consultation will protect the Municipality's legal interests in potential subsequent corrective measures, protect the rights of those employees involved, and prevent further losses or damage to the Corporation.
- It is the responsibility of Management to ensure that each suspected wrongdoing is investigated. If a wrongdoing is confirmed, the Municipality will deal firmly and fairly with all its employees regardless of their position or length of service.

17. Gifts and Benefits

In order to preserve the image and integrity of the Municipality, business gifts should be discouraged. However, the Municipality recognizes that moderate hospitality is an acceptable courtesy of a business relationship. Recipients should not allow themselves to reach a position whereby it might be or might reasonably be deemed by others, to have been influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of the hospitality accepted should not be greater than the employee's Department Head would allow to be claimed on an expense account if it were charged to the Municipality.

The "gifts" policy does not apply to gifts received in connection with gifts received for services to professional organizations or non-profit community groups.

18. Enforcement

The provisions of the Municipal Act, the Municipal Conflict of Interest Act, The Municipal



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Freedom of Information and Protection of Privacy Act, shall apply to instances of improper conduct by Employees of the Municipality of Arran-Elderslie.

- The preceding guidelines and expectations, as well as the related policies, re-affirm the Municipality's commitment to integrity, objectivity and professionalism in delivering services to the public. Maintaining the taxpayer's confidence and trust in Municipality government and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.
- Every employee is expected to be fully aware of, and in compliance with the Staff Code of Conduct and its related policies. Violation of these principles is a serious matter, and any employee in violation of these principles will be treated fairly, consistently and without regard to their position or length of service. In addition, any employee who has contravened these policies, including the obligation to report any knowledge of wrongdoing or fraudulent behaviour, shall be subject to such corrective measures (up to and including termination) as is deemed appropriate under the circumstances.
- Any employee under investigation for suspected fraud or other wrongdoing may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the Municipality.
- Nothing in this Staff Code of Conduct is intended to conflict with the Municipality's obligations to its employees under its collective agreements.
- Corporate policies are not intended to undermine the firm commitment to the well-being and professional treatment of employees throughout the Municipality.
- Public service is a public trust, and as an organization entrusted with public funds, it is critical that every employee regularly re-affirm their commitment to the highest standards of ethical behaviour.

19. Severability

The provisions of this Code are severable and if any provision, section or word is held invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.



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1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0
519-363-3039 Fax: 519-363-2203

I acknowledge having received a copy of the **"Staff Code of Conduct"** and acknowledge that I have read and understand the information that was contained in this document.

Name (please print):

Date:

Signature



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