



## The Township of Brock – Policy and Procedures Manual

<b>Policy: Employee Code of Conduct</b>		
<i>Issued:</i> June 29, 2021	<i>Last Revision Date (Annually):</i> June 29, 2021	<i>Number:</i> AP21
<i>Replaces:</i>		

### Purpose of Code of Conduct

The purpose of this Code of Conduct is to establish minimum standard for the behaviour of staff at all levels. The Code of Conduct guides expectations of employees and reaffirms the Township of Brock's (the "Township") commitment to serving the community needs and maintaining fiscal responsibility.

### Policy Statement

The Code is designated to provide a reference guide to which Employees must operate. These standards serve to enhance public confidence that the Township's Employees operate from a basis of integrity and accountability.

The Code of Conduct is not intended to conflict with the Township's obligations under various collective agreements, contracts, legislative requirements, or the standard identified by an employee's professional affiliation.

### Scope

The Code applies to all Employees of the Township unless otherwise specified in the Code. Members of Council are governed by the Code of Conduct for Municipal Councillors.

### Responsibilities

#### Employees

Employees are responsible for performing their duties in a manner that maintains public confidence and trust in the Township.

All employees are expected to be aware of and comply with the Employee Code of Conduct and all related policies. If an employee is unsure of their responsibilities under this Code, or any other policy, they should seek clarification from their supervisor/manager.

#### Management

Each Department must ensure that employees are aware of and act in compliance with the Code and all related policies.

Management is responsible for upholding and demonstrating all standards of behaviour outlined in the Code and is accountable for protecting assets of the Township. Management must make every effort to establish and maintain adequate systems, procedures, and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias, and any other form of wrongdoing.



## **The Township of Brock – Policy and Procedures Manual**

It is the responsibility of management to ensure that each incident of suspected wrongdoing is investigated. Any investigation undertaken should follow a prescribed method and be immediately reported to the CAO.

### Corporation

The Township will support employees in understanding their individual and collective roles in adhering to the Code.

### **Violation of the Code**

An employee who fails to comply with any section of the Code shall be subject to appropriate disciplinary action up to and including dismissal. Progressive disciplinary action may include, but is not limited to, any of the following actions:

- Coaching;
- Verbal or written warnings;
- Suspension (with or without pay);
- Dismissal for just cause;
- Notification sent to professional associations;
- Legal prosecution may be appropriate or permitted by law

Any employee under investigation may be suspended with or without pay or be reassigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the Township.

### **Professionalism and Behaviour**

All employees have the responsibility to treat members of the public, co-workers, and Council appropriately and without abuse, bullying or intimidation, and to ensure that the work environment is free from discrimination and harassment.

Harassment, whether it occurs inside or outside the workplace but is related to the work environment, is considered to be harassment and is inappropriate behaviour for the purpose of this Code. Any complaints of abuse, bullying, intimidation, or harassment will be investigated in accordance with the procedures set out in the Township's *Respect in the Workplace Policy*.

### **Confidential Information**

Employees may have access to confidential information by virtue of their position with the Township. It is every employee's responsibility to safeguard confidential information and release confidential information only to those authorized to receive such information. Confidential information must be protected from any unauthorized disclosure in accordance with the Code of Conduct and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.



## **The Township of Brock – Policy and Procedures Manual**

Examples of confidential information may include, personal information regarding residents or employees, real estate transactions, internal communications, reports, or information not available to the general public.

### **Communications/Media Relations**

When communicating with the public, employees shall show respect for the decision-making process of Council. Information concerning Township policies, procedures and decisions of the Council shall be conveyed openly and accurately.

Communications via social media platforms must follow the Social Media Policy.

Employees who receive media inquiries shall direct those inquiries to the Clerk.

### **Conflict of Interest**

No employee shall use their employment to benefit themselves or family members, friends, or associates directly or indirectly. Employees must report any real, potential, or perceived conflict of interest situations to their supervisor or manager.

A conflict of interest may exist where an employee or their family members have a perceived, potential, or actual pecuniary interest or non-pecuniary interest in a matter concerning the Township and the exercise of a decision by the Township or its officers or agents. A conflict of interest may also occur when an employee can be perceived to or actually influence the decision of the Township in their favour or the favour of a family member, or business in which the employee or family member have controlling interest.

### **Gifts**

Employees shall not accept any gift, entertainment or favour from any person or business organization that has any dealings with the Township which would influence or could reasonably be perceived that it might influence the Employee's ability to make an impartial and objective decision.

Employees may accept the following provided the amount does not exceed \$100:

- An appropriate common expression of courtesy of a business relationship
- A gift of small intrinsic value
- A gift on behalf of the Township and publicly acknowledge as such
- An honorarium or other gift, such as one given in thanks for speaking at an event

### **Employment of Relatives**

The Township permits the employment of qualified relatives of employees as long as the employment does not create a conflict of interest.

### **Outside Employment**

Employees shall not become employed or engage in a business or undertaking outside their



## **The Township of Brock – Policy and Procedures Manual**

employment with the Township in any of the following circumstances:

- If the employees' private interest in connection with the employment or undertaking could conflict with their duties with the Township;
- If the employment or undertaking would interfere with the Employee's ability to perform their Township duties;
- If any person would derive an advantage from the Employee's employment with the Township;
- If the Township's corporate resources are used in the employment or undertaking.

### **Use of Township Property**

Township property is to be used by an employee solely to perform the duties and responsibilities of their job or for community activities that have been preapproved by management. In addition, employee must ensure any property in their care as part of their job duties is properly secured and protected at all times.

Upon termination of employment, employees will return all documents and other property belonging to the Township, which may be in the employee's possession.

### **Political Activity and Elections**

Employees may participate in political activities, such as canvassing or actively work in support of a political candidate or part of the federal, provincial, municipal levels, provided such activity does not take place during work hours or utilize Township assets, resources, or property.

Employees shall not:

- Engage in political activity in the workplace;
- Engage in political activity while wearing Township uniform or clothing;
- Associate their position with political activity

### **Alcohol and Drug Use**

Employees will abide by all applicable laws and regulations governing the possession or use of alcohol and drugs. The illegal use, sale, purchase, transfer to possession of any restricted or controlled drug, narcotic or any other substance while on Township premises, or during work hours is prohibited. Employees shall not be under the influence of alcohol or any drug that impairs their ability to perform their duties safely and effectively while at work.

### **Fraud/Theft**

Fraud encompasses any array of irregularities and illegal acts characterized by intentional deceptions. Dishonest or fraudulent activities, but are not limited to the following:

- Forgery or alteration of documents;
- Misrepresentation by an individual or on documents;
- Misappropriation of funds, supplies or assets;



## **The Township of Brock – Policy and Procedures Manual**

- Unauthorized use, disappearance, or destruction of Township property, equipment, or materials;
- Authorization or receipt of payment for good not received or hours not worked;
- Reimbursement of expenses that are not made for the benefit of the Township

### **Reporting Allegations**

Where a violation or suspected violation has occurred, a complaint may be made verbally or in writing to the employee's department head or to the CAO.

All employees must cooperate fully during an investigation of a suspected violation of the Employee Code of Conduct.

Where it is found by an investigator, internal or external, that a complaint was submitted in bad faith, the CAO shall address the finding of bad faith with the complainant and appropriate disciplinary action may be taken. Anonymous and/or malicious complaints will not be tolerated.

### **Freedom from Reprisal**

Employees are protected from reprisal, harassment, or other discriminatory practice as a result of exercising their obligation to report a violation or a suspected violation, under this Code.



## EMPLOYEE DECLARATION OF GIFT

### Gifts

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I, \_\_\_\_\_ have accepted the

following: \_\_\_\_\_,

from \_\_\_\_\_, which has a value of less than \$100.00 as per Township Employee Code of Conduct.

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Employee Name Date

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Signature