

Policy Title:	Employee Code of Conduct Policy	Policy Number:	
Date of Adoption:		Motion Number:	
Date of Amendment:		Year of Review:	
Sponsoring Department:	Employee Relations		

1. Purpose:

- 1.1. To outline the City's expectations regarding conduct and behaviours for all City Employees.
- 1.2. To ensure Employees share a common baseline standard of acceptable conduct when conducting the business of the City and act at all times as responsible stewards and representatives of the City.

2. Objective:

- 2.1. To bring together many principles contained in various other municipal policies and directives relating to Employees. It is intended to be a highlevel guide for Employee behaviour and is not intended to be inclusive or all-encompassing of every situation.
- 2.2. To ensure all Employees uphold the laws, regulations, directives and policies that govern the City and shall not in any way, directly or indirectly, be party to their breach or subversion.
- 2.3. To maintain an exemplary work environment and the requirement of all Employees to conduct themselves in an ethical and professional manner always.

3. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Conduct	The manner in which one behaves in the workplace, and in some cases, outside of the workplace.

Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Conflict of Interest	A situation in which an Employee has the potential for real or perceived personal or financial gain.
Employee	Any person employed by the City of Lloydminster, which includes and is not limited to: any person employed in the capacity of a fulltime, part-time, casual, seasonal, summer, or contracted position.
Equipment	Machinery, tools, or materials that are provided by the City for a specific purpose.
Facility	A building, structure, or area whether indoors or not that is operated by the City.
Relative	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild of the employee by blood, marriage or adoption. This includes common-law, in-law, and step relationships. A couple who are cohabitating and publicly representing themselves as a couple constitutes a common-law relationship.
Supervisor	The individual an Employee reports to.

4. Scope:

- 4.1. This policy applies to all City of Lloydminster Employees.

5. Personal Conduct

- 5.1. Employees shall perform their duties with honesty and integrity and in a manner that is helpful, respectful, and courteous and that values the dignity and diversity of colleagues and the public.

6. City Time and Assets

- 6.1. Employees shall care for City assets which include all property, equipment, software, information, and time. City assets shall only be used for City purposes or as approved by a Supervisor and shall comply with the requirements of the *Use of Facilities by Employees Directive*.

7. Use, Collection and Disclosure of Information

- 7.1. Employees shall use, collect, and disclose information only for purposes consistent with the use for which it was collected and in accordance with *The Local Authorities Freedom of Information and Protection of Privacy Act* (Saskatchewan), and the City's *Privacy Policy*.

8. Conflict of Interest, Personal Gain, Benefit or Favouritism

- 8.1. Employees must remove themselves from any decision process that may result in personal gain, favouritism, benefit, or a situation in which a matter could monetarily affect them or their Relative. Where Employees have access to confidential information relating to any business competition open to the public, they are ineligible to compete. Employees shall act in accordance with the City's *Employment of Relatives Directive* and *Procurement and Purchasing Policy*.
- 8.2. All Employees have a duty to disclose, in writing, any possible personal Conflict of Interest to their Supervisor with a copy to Employee Relations.

9. Political Activity

- 9.1. Employees may exercise their right to run for public office in accordance with legislative requirements. Where an Employee wishes to run for City Council with the City of Lloydminster, they must take an unpaid leave of absence beginning as of the day the Employee is nominated and ending on voting day. The City deems Employees who are elected to office to have resigned from their employment effective immediately prior to taking their oath of office.
- 9.2. Employees are entitled to exercise their right to support and to be involved in a political campaign, provided they do so on personal time and do not utilize other City Employees, Facilities, Equipment or present themselves as a City of Lloydminster Employee.

10. Gifts and Gratuities

- 10.1. Employees shall not accept or provide any gift, benefit, or favour in exchange for special considerations or influence, or where it may be perceived to be in exchange for special treatment in accordance with the *Ethical Governance Policy*.

11. Other Employment

- 11.1. All Employees shall not engage in any outside employment, business, or undertaking for the employee's direct or indirect personal gain:
 - 11.1.1. while on duty for the City;
 - 11.1.2. where it will, or is likely to, interrupt or interfere with the performance of their City employment duties. Employees shall report any Conflicts of Interest in writing to their Supervisor;
 - 11.1.3. where the employee derives some form of benefit by virtue of their employment with the City;

- 11.1.4. that will, or is likely to, influence, affect, or impair the manner in which the employee carries out their duties with the City;
- 11.1.5. where the employment, either self-employment or for another business, is in direct competition with services provided by the City.

- 11.2. Employees shall report in writing to their Supervisor any possible Conflict of Interest relating to other employment. The Supervisor shall consult with Employee Relations and obtain a written decision from the Chief of Staff or designate prior to engaging in any other employment that might constitute a possible Conflict of Interest.

12. Public Communication & Social Media Use

- 12.1. Media inquiries shall be directed to the Communications Team or the department manager in accordance with the City's *Communications and Public Participation Policy*. Employees shall not respond to media requests unless instructed to do so by the Communications Team.
- 12.2. Employees shall, while carrying out their duties as an Employee, act in accordance with the *Communications and Public Participation Policy* and *Acceptable Use of Social Media Directive*.

13. Charges and Convictions

- 13.1. Should an Employee be convicted of an offence, the Employee shall notify their Supervisor immediately.
- 13.2. The City reserves the right to pull a criminal record check on any Employee at any time during employment.
- 13.3. Should a conviction have an impact on the Employee's ability to perform their duties with the City, the Employee may be subject to suspension without pay or termination with cause.

14. Penalty:

- 14.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

15. Responsibility:

- 15.1. City Council shall review and approve all policies.
- 15.2. City Administration shall administer the policy through the use of a supporting procedure.

15.3. Employees shall review the Code of Conduct Policy annually.

15.4. Sponsoring Department is responsible for creating and amending a supporting procedure.

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