

	CITY OF LACOMBE COUNCIL POLICY	
	EMPLOYEE CODE OF ETHICS AND CONDUCT	
	Policy Number:	<i>14.126.01.18 PO</i>
	Effective By:	<i>March 26, 2018</i>
	Rescinds:	<i>14.126.01.17 PO</i>
	Review Frequency:	<i>Every two (2) years</i>
	Responsible Department:	<i>Human Resources</i>
	Reference:	<i>Police Act, Peace Officer Act</i>

PURPOSE OF THE POLICY

This policy establishes the Employee Code of Ethics and Conduct for employees of the City of Lacombe.

POLICY STATEMENT

The City recognizes the right of employees to be involved in activities as citizens of the community, however there is an obligation on all employees to aspire to the highest ethical standards of conduct as it pertains to the discharge of their employment duties and responsibilities with the City. Therefore, City of Lacombe employees shall not engage in actions which are, or could reasonably be perceived as prejudicial to the trust, confidence and faith of the public in the integrity of City Administration.

APPLICABILITY

All employees with the exception of members of the Lacombe Police Association where the Police Act governs conduct and the City's Bylaw Enforcement members where the Peace Officer Act governs conduct.

NON-COMPLIANCE

Breach of the terms of this policy has the real possibility of damaging the reputation and trust of the City, its Council and Administration by the City's constituents.

DEFINITIONS & ABBREVIATIONS

- Administrative Sanction – as defined by statute to suspend or revoke a permission previously granted, such as in the case of a license, permit or certificate, etc.
- Confidential Information – any information related to Council, staff and or members of the public, and information available to an employee which otherwise would not be available but for their employment with the City.
- Conflict of Interest – occurs when a situation has the potential to undermine the impartiality of an employee in the discharge of their duties because of the possibility of a connection/intersection of an employee's self-interest, professional interest or public interest

or when the employee's outside activities are in direct conflict/competition with an aspect of City business.

- Duty of Fidelity – means a duty to be faithful, and to serve the City to the best of ones' ability in an objective and honest manner including preventing personal actions from damaging the City's reputation and/or bring into question City decisions, including decisions made in the capacity of an employee's regular duties.
- Pecuniary interest means an interest in a matter which could monetarily affect:
 - you
 - a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
 - a distributing corporation in which you beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
 - a partnership or firm of which you are a member.
- Personal interest - includes an interest arising from family, marriage or common-law relationships.
- Social Media – Online services and tools used for publishing, sharing and discussing information with the public in the form of text, pictures, video and audio, including but not limited to blogs, wiki's and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Instagram and YouTube.

ROLES & RESPONSIBILITIES

City Council

- to approve the Employee Code of Ethics and Conduct Policy;
- to consider and approve material changes to the provisions contained in this policy.

CAO, Directors, Managers and Supervisors

- lead by example;
- provide guidance and respond to questions from employees;
- to promote an understanding and compliance with the expected behaviours and conduct within this policy.

Human Resources

- to publish and communicate the policy;
- respond to questions from managers and employees;
- to update policy as required.

Employees

- to observe the highest ethical standards in the performance of their duties. Public interest is a primary consideration and employee conduct during the course of their employment duties is to be above reproach;
- to notify their manager if they are in a conflict of interest, real, potential or perceived;
- to advise their manager immediately if charged or convicted of a criminal offense, under investigation for an unlawful act, or subject to an administrative sanction.

Terms of the Policy

Public confidence in the impartiality, independence and the integrity of City employees is essential for the proper administration of the City's affairs. To maintain this confidence, this policy is intended to communicate the City's expectations of the standards of behavior expected of employees and to provide guidance and assistance on avoiding real, potential or perceived conflicts of interest in all aspects of an employee's employment with the City.

1. The use of City owned vehicles, equipment, facilities, material or property for other than authorized City purposes is not permitted.
2. Solicitation for the express purpose of procuring offerings of products or services intended for use as door prizes, draws or for any other purpose at a City of Lacombe staff event is strictly prohibited.
3. Employees shall avoid any interest or activity which is in conflict with the conduct of their official duties.
4. An employee shall not place themselves in a position where they are or might reasonably be perceived to be under an obligation to any person who has business or other dealings with the City and would benefit from special consideration or treatment.
5. Employees may, as a citizen, be appointed to governance roles on Community Boards, Commissions or Committees that;
 - do not include an appointed member of Council; and
 - do not conflict with the employee's role with the City of Lacombe.
6. Employees with a pecuniary interest in a business or with a sub-contractor and/or a familial connection with a business or with a sub-contractor that intends to or may do business with the City shall not participate in the procurement or monitoring of any contract or work on behalf of the City related to the business or sub-contractor.
7. Disclosure of confidential information concerning the property, government or affairs of the City without proper authorization from the CAO, Director or Manager is not permitted.
8. Employees shall not benefit from the use of any information acquired in the course of their duties, which is not generally available to the public. This includes but is not limited to contents of *In Camera* meetings, restricted information relating to tendering or leasing of City owned properties, etc.
9. Unless expressly precluded by the terms of an employment agreement, employees may have outside employment except where:
 - a) The outside employment interferes with or interrupts the employee's ability to completely carry out all his or her duties with the City during regular work hours, such as but not limited to telephone calls, emails, etc.
 - b) The outside employment involves performance of work which must be inspected or approved by another City employee where a conflict of interest or preferential treatment may or may be seen to exist.

- c) The outside employment directly results in any matter contributing to a proposal or contract which may require City's consideration or approval whether of a financial nature or otherwise.
10. Employees are expected to conduct themselves in a responsible and law abiding manner, both in the performance of their duties and in their personal lives. At the point an employee becomes aware they are under investigation for an unlawful act, subject to an administrative sanction, if charged with an offence or found guilty of an offence, the employee must notify their Manager without delay.

The City will undertake its own investigation of the circumstances under its own Policy and procedures and make its decision based on the findings of the investigation.

11. An employee shall keep any political activities clearly separate from employment activities and responsibilities.

The City recognizes the fundamental rights and freedoms of its employees, including the right to engage in partisan political activity. Nevertheless, any political activity of City employees must not impair, or be perceived to impair, the political neutrality of City services or the ability to perform duties in a politically impartial manner.

In maintaining a balance between the political rights of an individual, and, the public interest in a politically neutral civic administration, the restriction of political activity of an employee may be necessary.

An employee shall not engage in political activity during working hours, or use City equipment or resources in support of political activity. In addition, employees shall not be compelled to engage in partisan political activity.

Original Signed

Mayor

March 26, 2018

Approval Date

03/26/2018

Original Signed

Chief Administrative Officer

March 26, 2018

Approval Date

03/26/2018