RESORT VILLAGE OF GRANDVIEW BEACH
MUNICIPAL EMPLOYEE CODE OF CONDUCT

BYLAW NO 21-07

A BYLAW TO ESTABLISH AN EMPLOYEE CODE OF CONDUCT

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 interests 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:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- 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
- set out the corrective measures for unethical conduct.

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 proceeding, 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:

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

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:

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

OTHER TYPES OF CONDUCT SUCH AS:

1. Acceptance of gifts;
   - If the gift or item or benefit to the employee personally either directly or indirectly, or if there is expectations whatsoever that the employee will either currently or at some point in the future take some action that will benefit the giver of the gift, then the gift or item or benefit under any circumstances should not be accepted.

2. Use of municipal property and assets;
   - An employee shall not use municipality's property, equipment, supplies or services for activities not associated with the discharge of official duties.

3. Political and Community Activities, outside work or business activities
   - An Employee shall not use his or her position to solicit business on his or her own account during regular working hours for the Village.
   - An Employee outside of their employment shall not give the impression that the employee is acting in an official municipal capacity or holding himself or herself out as representing an official Village point of view
   - An Employee in his or her position shall not direct or indirect influence decisions for any municipal contracts or business.
   - An Employee shall not use their authority to influence people on behalf of a political party or candidate, engage in an activity or against any candidate during working hours.

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 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 provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- the CAO.

- council in the case of the CAO.

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 CAO or Council 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.

CORRECTIVE MEASURES:

These may include:

- review by CAO/Council/Personnel Committee;
- employee to disclose specifics of conflict of interest;
- employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;
- action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict, such as:
  - disciplinary letter, copy to be placed in the employee's file;
  - employee training (ethics);
  - short-term suspension;
  - long-term suspension; or
  - termination – consult with solicitor.

Signatures next page.

_____
(Mayor Signature)

{Seal}

_____
(CAO Signature)

Read a third time and adopted

this ____ day of _____.

_____
(CAO Signature)

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Resort Village of Grandview Beach
Seal
{Seal}
Saskatchewan

(Mayor Signature)

(CAO Signature)

Read a third time and adopted

this 14th day of Dec, 2021

CAO Signature)