

TOWN OF SLAVE LAKE

HUMAN RESOURCES

Department:	Human Resources	Policy No:	CRS.HR-24.1000
Policy Title:	Code of Conduct and Ethics Policy	Issue Date:	08-08-2024

1. PURPOSE

- 1.1. The range and complexity of local government activities are such that it is not possible to produce a list of prohibitions that permit uniform application, this policy is therefore issued as a set of guidelines to Department Heads and employees.
- 1.2. To provide guidance to its employees, contract individuals, students, and volunteers on how it expects them to conduct themselves when undertaking business on behalf of the Town.
- 1.3. To promote a safe environment free from harassment and discrimination.
- 1.4. To help in the understanding of the legal and ethical requirements that govern our conduct helps our employees make the right choices in performing their jobs.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake acknowledges that it is only through the commitment of our employees that we can deliver quality service and maintain public trust. As our most valued asset, Town employees must be above reproach in their professional dealings and must demonstrate the highest standards of behaviour. It is with this in mind that every Town employee is expected to be aware of, and comply with, the Code of Conduct and Ethics.

3. DEFINITIONS

- 3.1. Code:
 - 3.1.1. Refers to this policy and may be what is referred to, Code of Conduct and Ethics.

3.2. Conduct:

- 3.2.1. Any act or acts an employee or employees may perform while at work or outside of work, this may include but is not limited to, political activities, public statements, acceptance of gifts, and secondary employment.

3.3. Employee:

- 3.3.1. Refers to all seasonal, part-time, full-time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000).

3.4. Employee on Contract:

- 3.4.1. All persons who are employed on a contractual basis pursuant to the Municipal Government Act (R.S.A. 2000) unless exemptions are specifically made in the contract of employment and shall be included whenever the term is used in this policy.

3.5. Senior Management:

- 3.5.1. Department Heads and/or Chief Administrative Officer (CAO).

3.6. Town:

- 3.6.1. The Town of Slave Lake.

3.7. Volunteer:

- 3.7.1. Any person or persons who represents the Town as a volunteer, this may include employees and employees on contract if they are volunteering their time on behalf of the Town.

4. GUIDELINES

4.1. Responsibilities

4.1.1. Owner Department:

- 4.1.1.1. This policy will be the responsibility of the administration department.

4.1.2. Chief Administrative Officer:

- 4.1.2.1. Will be responsible for administration of this policy, and for issuing the instructions necessary to implement it along with the Department Heads.

4.1.3. Department Heads:

- 4.1.3.1. Assist the Chief Administration Officer in the administration of this policy and issuing the instructions necessary to implement it.

4.1.4. Mayor and Council:

- 4.1.4.1. Will be responsible for administration of this policy with respect to the Chief Administrative Officer.

4.1.5. Employee/Student/Volunteer/Contract Employee:

- 4.1.5.1. Will be responsible for reviewing this policy and following its guidance and recommendations.

4.1.6. Human Resources:

- 4.1.6.1. Assist the department heads in the monitoring and enforcement of this policy as required.

4.2. Standards/ Guidelines

- 4.2.1. The Chief Administrative Officer may issue instructions to employees of the municipality, that modify, vary, or add to matters dealt with in this policy, if they are not more permissive than this code.

4.2.2. Outside Employment:

- 4.2.2.1. Employees may take supplementary employment, including self-employment unless such employment:

- 4.2.2.1.1. Causes an actual or apparent conflict of interest, or;

- 4.2.2.1.2. Is performed in such a way as to appear to be an official act, or to represent a Council opinion or policy, or;

4.2.2.1.3. Unduly interferes through telephone calls, or otherwise, with regular duties, or;

4.2.2.1.4. Involves the use of municipal premises, equipment, or supplies, unless such use is otherwise authorized.

4.2.2.2. Where it is evident that a conflict of interest might arise in taking supplementary employment, it is the duty of the employee to notify their supervisor in writing as to the nature of the employment.

4.2.2.3. Employees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they perform in the course of their municipal service.

4.2.2.4. Employees may, with the consent of their Department Head, teach courses at institutions for a fee during working hours provided that:

4.2.2.4.1. Acceptable arrangements can be made for the employee to perform all regular duties, and

4.2.2.4.2. no other conflicts arise.

4.2.2.5. Where infringement upon normal duties is unavoidable the Department Head may require that all or part of the fee received under 4.2.2.4. be paid to the municipality.

4.2.2.6. Employees are encouraged to participate in volunteer activities however the restrictions as listed in section 4.2.2.1. also apply to volunteer activity. Employees who are actively associated on a volunteer basis with any organization shall disclose to the Department Head or designate their interests in such an organization where a conflict of interest may arise. Such employees shall disqualify themselves from participation in any Municipal decision which could impact the organization.

4.2.3. Investment and management of private assets:

4.2.3.1. Where the business or financial interests of employees, their spouses or of their children are affected or appear to be affected by actions taken or decisions made in the course of their municipal employment, the employees shall disclose those interests to their Department Head, in writing.

4.2.3.2. If an actual or potential conflict of interest situation exists because of disclosure under 4.2.3.1., then the Department Head, in consultation with the CAO, in their discretion, prohibit the continuance of such conflict, or may otherwise impose reasonable terms and conditions to resolve such conflict including the dismissal of the employee.

4.2.3.3. A Department Head may require that employees in specific positions disclose specific types of business interest which would, in the opinion of the Department Head, create a conflict of interest.

4.2.3.4. No employee who is involved in the decision-making process for the acquisition for sale of assets for the municipality or for the provision of services to the municipality, shall acquire such assets from or sell such assets to the municipality or provide such services to the municipality unless the CAO approves the transaction.

4.2.4. Political Activity:

4.2.4.1. Pursuant to the Local Authorities Election Act. (RSA 2000), a person is ineligible for nomination for candidacy if the person is an employee of the local jurisdiction for which the election is to be held unless the person is on a leave of absence granted under section 22 (1).

4.2.4.2. Pursuant to the Local Authorities Election Act (RSA 2000) section 22 (5), employees who wish to be nominated as a candidate in an election to be held for the Town of Slave Lake may apply to the council for a leave of absence without pay on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day.

4.2.4.3. An employee who is a candidate for municipal offices shall be subject to the provisions of the Local Authorities Election Act section 22 (RSA. 2000).

4.2.5. Public Statements:

4.2.5.1. Employees who speak or write publicly are responsible for ensuring that they do not release information in contravention of the oath of office taken upon employment with the municipality.

4.2.5.2. The responsibility for maintaining the confidentiality of information or documents includes the responsibility for ensuring that information or documents are not directly or indirectly made available to unauthorized persons.

4.2.6. Acceptance of Gifts:

4.2.6.1. An employee shall not accept a gift, favor, or service from any individual, organization, or corporation, other than the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together; tokens exchanged as part of the protocol; or the normal presentation of gifts to persons participating in public functions.

4.2.7. Dealing with Relatives:

4.2.7.1. Employees who exercise a regulatory, inspectional, or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives, including parents, children, parents-in-law, brothers and sisters, and grandparents, with respect to those functions.

4.3. Policy Procedures

4.3.1. This policy is additional to any statute pertaining to the actions of employees.

4.3.2. Town of Slave Lake employees must understand and adhere to the Town's Code of Ethics. They must:

4.3.2.1. Commit to individual conduct in accordance with the Town's Code of Ethics.

4.3.2.2. Observe both the spirit and the letter of the law in their dealings on the Town's behalf.

4.3.2.3. Recognize the Town's responsibility to the Citizens, Council, employees, and those with whom the Town does business. Assess priorities in the context of discharging these responsibilities appropriately on the Town's behalf.

- 4.3.2.4. Conduct themselves as responsible members of the community, giving due regard to health, safety, environmental concerns, and human rights, in the operation of Town business.
- 4.3.2.5. Report any suspected breach of this policy to the Human Resources department which will protect those who report violations in good faith.
- 4.3.3. An employee who does not comply with any provisions of this policy may be subject to dismissal or other disciplinary action.
- 4.3.4. To lessen the possibility of even an unintentional conflict of interest arising the following guidelines are provided to all employees:
 - 4.3.4.1. Outside Employment
 - 4.3.4.1.1. An employee who is or intends to be involved in outside employment that involves any aspect of the employee's assigned responsibilities with the municipality shall report the circumstances of the actual or intended employment to his/her supervisor including intentions.
 - 4.3.4.1.2. The employee's supervisor shall forward advice received from an employee respecting outside employment to the Department Head or CAO through normal communication channels. The supervisor will provide a recommendation as to whether the reported employment is viewed as causing an actual or the appearance of a conflict of interest.
 - 4.3.4.1.3. Following review, the Department Head or CAO will advise the employee in writing through the normal communication channels as to whether the reported outside employment is viewed as causing an actual or the appearance of a conflict of interest.
 - 4.3.4.2. Business or Financial Interests
 - 4.3.4.2.1. If an employee's business or financial interests are those of his/her spouse or children and/or appear in any way to be affected because of the employee carrying out assigned responsibilities with the municipality, the employee shall disclose the circumstances to the CAO in writing.

4.3.5. Employees are encouraged to contact the Department Head or CAO for additional clarification on the Code of Conduct and Ethics Policy.

5. CONTRAVENTIONS OF THE POLICY

- 5.1. An employee found in contravention of any provisions of this policy may be subject to dismissal or other disciplinary action.

6. REVIEW AND POLICY

- 6.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

- 7.1. CRS.HR-24.1025 - Social Media Policy
7.2. Rescinds policy C.a.012 Code of Conduct and Ethics

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20