

Human Resource Policy

Policy # HR -030

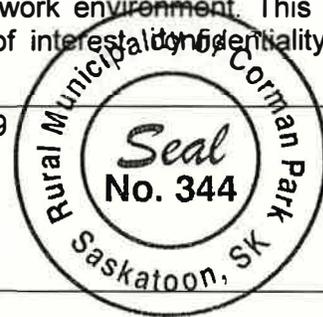
Policy Title: Employee Code of Conduct

Policy Objective:

The Employee Code of Conduct establishes standards of behavior expected from all employees to ensure a professional, ethical, and respectful work environment. This policy outlines specific guidelines for workplace conduct, conflict of interest, confidentiality, and compliance with applicable laws and regulations.

Authority: January 28, 2025 Minutes - Resolution 2025-01-059

Approval Signature:



Scope

This policy applies to all employees of R.M. of Corman Park regardless of their employment status.

Policy

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 the R.M.'s bylaws, policies, and any law in force in Saskatchewan. This includes, but is not limited to, those negatively impacting:

- The municipality's reputation;
- Employment responsibilities;
- Engagement and collaboration with fellow employees; and/or,
- The municipality's ability to efficiently manage and direct its operations.

In addition, conduct which violates Harassment and Violence Prevention Policies established by the R.M. cannot be tolerated.

Purpose

This Code of Conduct is intended to:

- Protect the public interest;
- Promote high ethical standards among municipal employees;
- Specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict with the Code and the procedure for resolving a conflict.



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.

Conflict of Interest

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 the 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.

Procedures

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the Administrator 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:

- In the case of an employee, his or her direct supervisor or the Administrator.
- If notification is provided to a supervision, the supervisor must advise the Administrator.
 - In the case of the Administrator, he or she will advise Council.
- 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 confidentially.

The supervisor must bring forward the disclosure as soon as reasonably possible to the Administrator. The Administrator will determine an appropriate course of action to address the actual or potential conflict, including potential disciplinary action in accordance with R.M. bylaws, policies and/or any law in force in Saskatchewan.

Violation

Any violation of the Policy may result in verbal, written, suspension or termination. After review, the consequences depend on the severity of the violation.

The Rural Municipality of Corman Park No. 344 Authority, defined in this document, reserves the right to modify or terminate this policy at any time, subject to appropriate notice and in compliance with applicable laws and regulations.

This policy is subject to annual review by the Authority and may be adjusted based on organizational needs and market conditions.

