

 DRYDEN		POLICY
SECTION: HUMAN RESOURCES	NO: HR-CO-01	
REFERENCE: CODE OF CONDUCT	Date: September 1, 2023	
		Next Review Date: September 2025

TITLE: CODE OF CONDUCT

1.0 POLICY STATEMENT

- 1.1 The purpose of establishing this policy is to help employees work together harmoniously according to the standards the Corporation of the City of Dryden has established. Employees are expected, in the conduct of work, to act in the best interest of the Corporation, to promote its Corporate values and beliefs and policies and act in a manner consistent with the highest moral, legal and ethical principles.
- 1.2 This policy recognizes that individuals have the right to be treated with respect in the workplace. The Corporation does not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine the work relationship, safety or productivity.
- 1.3 The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The Corporation, in exercising its responsibilities as the employer, will endeavour, at all times to provide a positive work environment. A positive work environment is free from offensive remarks, materials or behaviour in which professional and productive working relationships are maintained and in which employees provide courteous and efficient service to the community in a friendly and professional manner.
- 1.4 The standards established in this policy are intended to reinforce the responsibilities of parties in achieving and maintaining a positive work environment.
- 1.5 This policy applies to all persons employed by the Corporation and volunteers, at the discretion of the Corporation but does not apply to elected officials. This

policy will also be applied to third parties whom provide work or services on municipal property or in conjunction with municipal services.

- 1.6 A breach of this policy may result in disciplinary action up to and including termination.

2.0 PROCEDURES

2.1 Unacceptable Conduct:

The following list contains examples of the types of conduct, which the City considers unacceptable and deserving of discipline, up to and including discharge. This list is not exhaustive of the types of conduct that may give rise to discipline or discharge including but not limited to the following:

- (a) Deliberate or willful destruction or damage to property, equipment, machinery or tools belonging to the City, fellow employees or members of the public.
- (b) Theft or misappropriation of property belonging to the City, fellow employees or persons associated with the City. (Contractors, Elected Officials, etc.).
- (c) Engaging in immoral conduct, swearing or using obscene or abusive language while on municipal premises, while on duty or while representing the City of Dryden.
- (d) Harassment of fellow employees.
- (e) Possession of dangerous weapons or illegal items on municipal premises or while on duty.
- (f) Fighting, threatening or intimidating others, or provoking or instigating a fight on municipal premises or while on duty.
- (g) Engaging in illegal conduct on municipal premises or while on duty.

- (h) Demonstrating insubordinate behaviour towards, or refusing to follow directions or instructions from supervisor or any person of authority.
- (i) Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work on or off municipal premises.
- (j) Knowingly falsifying municipal records (including the intentional recording of misleading information), including timesheets, employment applications and benefit applications and benefit applications and claim forms.
- (k) Engaging in poor work habits, including but not limited to:
 - i. Employees shall not leave the job site or stop work without the immediate supervisor's permission, arrive late or fail to report to work, sleep during work hours or abuse the 15-minute breaks permitted once during the morning and once during the afternoon, at times to be determined by the immediate supervisor. Stopping work or leaving the work area during working hours without notifying or obtaining permission from the supervisor or person in charge, except in cases of emergency.
 - ii. Repeatedly interrupting other employees' work for reasons unrelated to the performance of the duties and/or responsibilities assigned to either employee by the employer.
 - iii. Posting, altering or removing notices, signs or other materials on bulletin boards located on municipal premises that are unrelated to municipal business and without authorization. This does not include the posting, alteration or removal of materials related to union business on bulletin boards designated for use by the Union.
 - iv. Overstaying a leave of absence without prior written approval.
 - v. Being absent from work or failing to report to work without reasonable cause or without notifying the immediate supervisor or other person in charge.
 - vi. Unauthorized use of any municipal equipment, machinery or tools.

- vii. Using, possessing, consuming, or being impaired by the use of illegal or legal drugs, prescription drugs, over the counter medications or alcohol while on duty. Impaired defined as deterioration of an individual's judgment and decrease in their physical ability; unable to function normally or safely (as when operating a motor vehicle) because of intoxication by alcohol or drugs.
- viii. Conducting personal business or attending to personal matters unrelated to the employee's duties and responsibilities during working hours, exclusive of lunch hour and rest periods.
- ix. Admitting liability on behalf of the City of Dryden, unless expressly granted authority to do so in writing.
- x. Performing the duties or responsibilities of one's position while impaired by drugs (legal and/or illegal), alcohol or other causes (e.g. sleep deprivation) in a manner or to a degree that the safe performance of the work might be compromised.

3.0 POLITICAL BEHAVIOUR

- 3.1 No employee shall use the status or prestige of their position or department with the Corporation on behalf of any political party, nor shall such employee promise an appointment to any municipal position as a reward for any political activity.
- 3.2 No employee shall use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- 3.3 No employee at any time, shall distribute, post or promote political literature on City owned property unless so approved by their immediate supervisor or the Chief Administrative Officer.

4.0 WORKPLACE DRESS

- 4.1 Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a safe and professional work environment image.

5.0 OUTSIDE REMUNERATION

- 5.1 An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place upon them demands inconsistent with their job, and, in particular:
- a) It does not interfere with the performance of their duties while working;
 - b) It does not constitute actual or perceived conflict of interest; and
 - c) The use of municipal premises, services, equipment, information or supplies which they have access to by virtue of their employment with the Corporation.

6.0 DEALING WITH THE PUBLIC

- 6.1 Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public.
- 6.2 As municipal employees, one's behaviour both at work and in the community, is a reflection on the reputation and image of the Corporation and one's words, opinions and actions need to reflect this.

7.0 CONFLICT OF INTEREST

- 7.1 The City recognizes the right of its employees to be involved in activities as citizens of the community, but employees must keep their role as private citizens

separate and distinct from their responsibility as City employees and avoid conflict of interest.

7.2 Conflict of interest situations shall include, but is not limited to the following situations where:

- a) The employee's private affairs or financial interests are in conflict with their duties, responsibilities and obligations or result in the public perception that such a conflict exists;
- b) The employee's ability to act in the public interest on behalf of the City would be impaired or appear to be impaired by the conflict; or,
- c) The employee's actions may compromise or undermine the trust, which the public places in the City and its administration.

8.0 CONFIDENTIALITY

8.1 Confidential information that is not for public disclosure or privileged information available only to City employees, will not be used in order to benefit an employee or others. If an employee is unsure as to the status of information, the immediate supervisor should be consulted.

9.0 GIFTS AND BENEFITS

- 9.1 Gifts or benefits should not be accepted where it may be determined by management that the employee could be influenced in making a business decision as a consequence of accepting such hospitality.
- 9.2 Employees will not solicit any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form where its acceptance provides a personal benefit to themselves or other employees that could result in a conflict of interest by placing the employee or other employees under obligation or compromising their integrity.

10.0 ENFORCEMENT AND CONTRAVENTION PROCESS

- 10.1 It is the responsibility of every supervisor to ensure that employees are aware of the Code of Conduct policy and that the policies and procedures are observed. A supervisor, who is aware that an employee has failed to observe the code of conduct, shall take the appropriate corrective action.
- 10.2 If an employee has reason to believe that a supervisor is committing a serious breach of the code of conduct, they may approach their supervisor's manager or the Chief Administrative Officer.
- 10.3 All employees have the responsibility to report verbally, or in writing, any evidence of breach of the standards set out in this policy and procedure. Reports should be submitted to the employee's direct supervisor with a copy forwarded to the Human Resources Department. Employees have a responsibility not to be frivolous or vindictive in making such reports.
- 10.4 Supervisors and management staff have an ongoing responsibility to respond immediately to stop any activity in the workplace, which undermines this policy, whether or not there has been a report or a complaint. Inaction on the part of any supervisor or exempt management staff will be investigated by the Corporation and may result in disciplinary action being taken. A manager may require a complaint or report to be submitted in writing before taking any action under this policy.
- 10.5 Disciplinary action, if required, shall be subject to the process outlined in the City's Discipline policy HR-DI-01.

History			
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This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.