

Section:	Employment	Original Issue:	November 2004
Policy:	Code of Conduct	Last Revised:	May 2005

PURPOSE: (Background)

The purpose of a code of conduct for municipal employees is to foster a common understanding of the fundamental rights, privileges and obligations of municipal employees. A code of conduct recognizes that a municipal public servant has a responsibility to uphold the basic principles of integrity, honesty, impartiality and common sense and must not take advantage of his or her position to further personal interests.

POLICY 2.4:

.01 Employee Conduct

i All employees of the City of Peterborough, whether full or part-time, casual or students, are expected to perform their duties with integrity, honesty and impartiality and to conduct themselves at all times in a manner that recognizes the dignity and respects the rights of others. All employees are expected to be professional and polite in all communications with every member of the public as well as those persons with whom they work.

ii Employees are expected to promote the goals, objectives and policies of their department and the City.

iii Employees shall report for work in a fit condition to carry out their work duties. No employee who is under the influence of alcohol or non-medical narcotics, or substances shall report for work, or be on City premises, or in City vehicles. Employees reporting to work in an unfit condition will be sent home without pay.

iv Employees shall not conduct their work activities in a manner that may cause personal injury to themselves or others or damage to equipment or property of the Corporation.

v Employees shall conduct their work activities, including any investigative, enforcement or prosecutorial functions, with integrity, honesty, and impartiality in accordance with applicable law and the rules of conduct of any professional association to which he or she belongs.

.02 Conflict of Interest

i Employees shall refrain from engaging in any business or transaction, or having a financial interest, that is incompatible with the discharge of the employee's duties. The public interest shall take precedence over all other considerations, regardless of the conditions or circumstances.

ii Employees shall not give, in the performance of official duties, preferential treatment to relatives, friends or organizations in which friends or relatives have an interest, financial or otherwise.

iii Employees shall not be involved in any decision regarding an application to the City for an award, grant, loan, contract or any other benefit, if the employee has an interest, financial or otherwise, in the applicant or contractor.

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iv Employees shall not solicit, accept, or condone the solicitation or acceptance of, any gift, favour or form of entertainment or hospitality from any person or business, having dealing with the City of Peterborough whereby the acceptance of such could in any way influence the impartiality of the discharge of their duties or those of other city employees.

v Employees shall not participate in the appointment, promotion or hiring of a person with whom the employee has a marital, familial or sexual relationship.

vi Employees shall not engage in any outside work, activity or business that:

- a) - interferes or appears to interfere with the employee's duties
- b) - provides or appears to provide an advantage derived from employment with the City
- c) - influences or appears to influence the carrying out of duties as an employee of the City

.03 Use of City Property and Assets

i Employees shall use property or assets of the City only for activities associated with the discharge of their duties, and not for personal gain or benefit.

ii Employees shall ensure that property and equipment in their care, as part of their duties, is properly secured and protected at all times.

iii Employees shall return all City property to the Corporation upon termination of employment, all equipment, including computer hardware and software, keys, purchasing cards, or clothing issue.

iv Employees shall abide by all policies related to information technology and the privacy and security of data and information technology resources as set out in the Information Technology Policy

.04 Confidential Information

i Employees shall safeguard and protect any confidential information relating to the affairs, activities or employees of the City. Employees shall not disclose or otherwise release such confidential information without proper authorization. As a condition of employment, employees may be required to sign a confidentiality agreement related to corporate information.

ii Employees, having left the employment of the City, shall not use or cause to be used, for personal gain, any privileged or sensitive information gained or obtained by their employment.

.05 Political Activity – Municipal Elections

In order to minimize the potential for favouritism and a loss of impartiality, employees are discouraged from direct involvement in the campaign of any candidate in a municipal election. Should an employee wish to become a candidate in a municipal election, he or she may do so, provided that he or she complies with the requirements of the Municipal Act, 2001, the Municipal Elections Act, and any other relevant legislation.

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.06 Violations of the Code

Employees who have a bona fide concern that this code has been violated by others, may report such concerns to their supervisor, or the Director of Human Resources, and will be protected from reprisals.

PROCEDURES:

1. Disclosure Responsibilities
 - a) Department directors shall ensure that the matters expressed in this policy are implemented and adhered to.
 - b) All employees, shall ensure that their personal and professional conduct conforms with these policies.

2. General
 - a) Should an employee be in conflict with this code or believe the potential for a violation exists, he or she shall disclose the circumstances in writing to the department director, or in the case of the director, to the City Administrator. The director, after consultation with the Director, Human Resources and/or Director, Legal Services, shall render a written decision, stating whether the circumstances would be a violation, the nature of the violation, and what action is required by the employee.
 - b) Employees will be expected to resolve any determined non-compliance with the Code to the satisfaction of the Corporation. Employees may appeal any unresolved dispute arising out of this Code through their department director, to the City Administrator.

3. Consequences
 - a) Any violation of this policy including the rules for disclosure shall result in disciplinary action up to and including discharge and/or legal action.

RELATED POLICIES

- Workplace Harassment
- Workplace Violence
- Information Technology Policy
- Dispute Resolution