

# CODE OF CONDUCT POLICY



P.O. Box 220  
 Brigus, Newfoundland  
 A0A1K0  
 709-528-4588

<b>POLICY NAME</b>	Code of Conduct Policy		<b>POLICY NO.</b>	CCP001
<b>EFFECTIVE DATE</b>	April 13, 2021	<b>DATE OF LAST REVISION</b>	<b>VERSION NO.</b>	1.0

<b>ADMINISTRATOR RESPONSIBLE</b>		<b>CONTACT INFORMATION</b>	
----------------------------------	--	----------------------------	--

**APPLIES TO** Apply group names to define applicable areas of staff.

GROUP 1	Council	GROUP 2	Management/Administration	GROUP 3	Sub Committees
GROUP 4	All Employees	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				

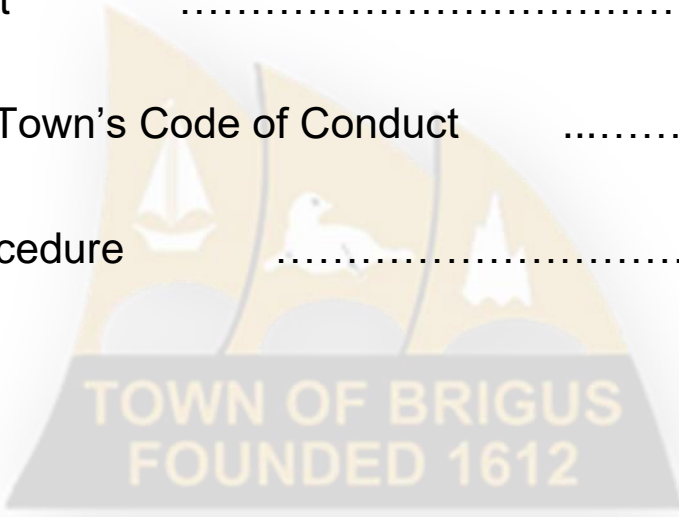


# CODE OF CONDUCT POLICY



## TABLE OF CONTENTS

Policy Statement	.....	1.1
Definitions	.....	2.1
Conflict of Interest	.....	3.1
Use of Municipal Property	.....	4.1
Fraud/Theft	.....	5.1
Outside Activities or Employment	.....	6.1
Financial Transactions	.....	7.1
Public Comment	.....	8.1
Violation of the Town's Code of Conduct	.....	9.1
Disciplinary Procedure	.....	10.1





## 1.1 Policy Statement

Acceptable behavior of municipal employees differs from employees in the private sector as they work for a public institution that answers to the public. It is important to have a Code of Conduct in place for municipal employees to ensure their work is performed with integrity, to manage public perceptions, avoid favoritism, protect confidential information, and avoid personal gain from the use of one's position, while protecting the rights of individual employees, residents and business owners and operators within the municipality.

This policy is to assist municipal employees to understand the ethical implications of the decisions they make daily and to promote high standards of professional conduct and values among them.

Where there is any conflict between the policies adopted by the Town of Brigus and the policies and procedures set forth in a statute of the Provincial or Federal Government, the Provincial or Federal statute shall supersede these policies or procedures.

## 2.1 Definitions

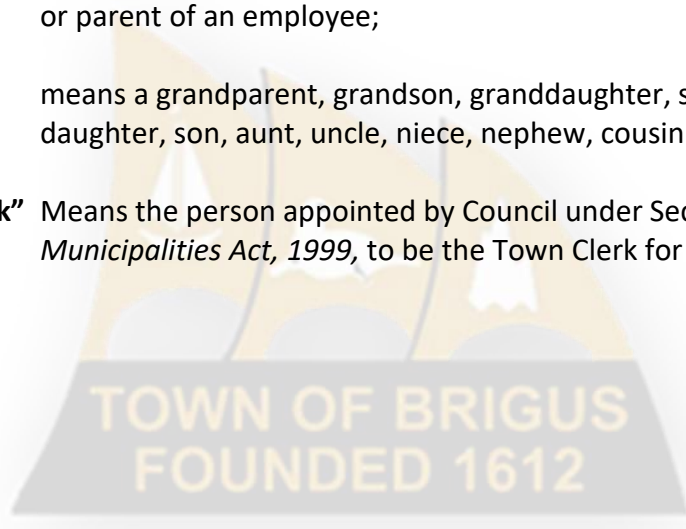
**"Council"** means the Council of the Town of Brigus;

**"Fraud"** means a wrongful or criminal deception intended to result in financial or personal gain, including theft;

**"Family Member"** means a spouse, common law spouse or same sex partner, child or parent of an employee;

**"Relative"** means a grandparent, grandson, granddaughter, sister, brother, daughter, son, aunt, uncle, niece, nephew, cousin or in-laws; and

**"Town Clerk"** Means the person appointed by Council under Section 59 of the *Municipalities Act, 1999*, to be the Town Clerk for the Town of Brigus.





## 3.1 Conflict of Interest

Every municipal employee, whether paid or otherwise, shall avoid situations in which they have a personal interest enough to influence or appear to influence the objective of their authority. When an employee is, or believes he or she may be, in a position of conflict of interest regarding the Town, the employee should disclose this to the Town Manager or Mayor and refrain from exercising his or her authority relevant to the conflict until duly authorized.

Employees shall reveal and not participate in any decision or promotion or make any recommendations to the Town Manager or Mayor, Committee or Council in which they or their family has direct financial interest, except as a resident of the Town.

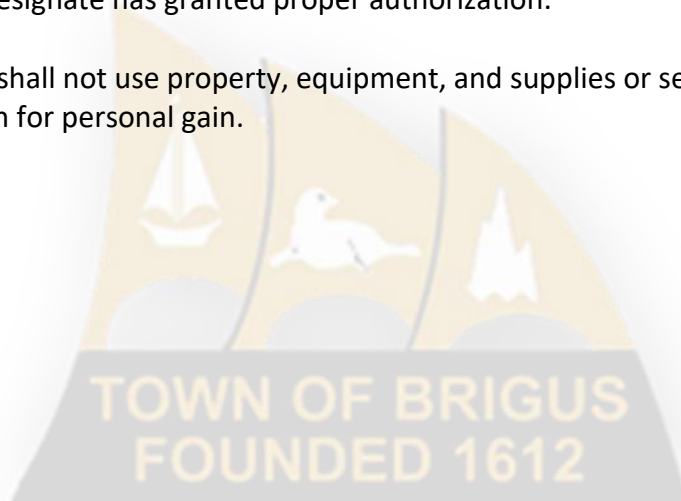
An employee shall not improperly use his or her influence in order to obtain appointment, promotion, advancement, transfer or any other advantage within the Town on behalf of a family member or relative, or to affect the proper outcome of any procedure established by the Town.

An employee shall disclose to the Town Manager or Mayor in writing, any situation where they may be able to influence the hiring or advancement of a family member or relative.

## 4.1 Use of Municipal Property

An employee must not use the Town property, equipment, supplies or services for activities not associated with the discharge of official duties unless the Town Manager, Mayor or Designate has granted proper authorization.

Employees shall not use property, equipment, and supplies or services owned or leased by the Town for personal gain.





## 5.1 Fraud/Theft

All employees shall exercise honesty, integrity, objectivity, and indulgence and shall not knowingly be party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge or suspicion of fraud to the Town Manager or Mayor.

All incidents of fraud or theft committed against the Town will be viewed as acts of criminal activities and will be treated accordingly.

## 6.1 Outside Activities or Employment

An employee will use his/her position with the Town solely for the gain and service of the Town and not to secure advantage, benefit, favor, or services directly or indirectly for any family member.

Without restricting the scope of the rule, the following shall be considered breaches of the Town's Code of Conduct Policy:

- Where outside employment or activities reduce to an unacceptable level the interest or energy an employee devotes to his or her duties.
- Where outside employment is performed in direct competition with services provided by the Town.
- Where an employee uses his or her position to solicit business for personal gain during regular working hours for the Town.

Employees are expected to report to work in a fit condition to carry out their work duties. Employees reporting for work in an unfit condition will be sent home without pay and face reprimand. The Town considers as being unfit if an employee is under the influence of alcohol, marijuana or other substances which may cause them to be otherwise unfit. This may include legal medications which impair one's effectiveness and/or judgement and those other substances during working hours and on Town property is strictly forbidden.

Employees having left the employment of the Town shall not use or cause to be used any privilege or sensitive information gained or otherwise obtained by their employment for personal gain or advantage to gain other employment. The Town will take whatever action is deemed appropriate in such instances.



## 7.1 Financial Transactions

Every Town employee must adhere to the Town's regulations and policies as well as the *Municipalities Act NL, 1999*, regarding any financial transaction. Employees shall reveal and not participate in any decision or promotion or make any recommendation to the Town Manager or Mayor or Council in which they or their family has direct financial interest, except as a resident of the Town.

Disposal of Town property, assets or services shall follow Town policies and the *Municipalities Act NL, 1999*. At no time shall this benefit any individual employee or group of employees.

## 8.1 Public Comment

Queries from the public and the media are to be referred to the Town Manager or Mayor. Employees should not assume that any unethical activities not covered by or specifically prohibited by the Town's Code of Conduct Policy are permissible.

## 9.1 Violations of the Town's Code of Conduct Policy

Employees are encouraged to seek clarification from the Town Manager or Mayor if they are uncertain as to appropriateness of their existing or contemplated conduct.

Complaints or inquires concerning the ethical conduct of any employee shall be made in writing to the Town Manager or Mayor. All complaints or inquiries will be treated as confidential.

Employees will be expected to resolve any determined non-compliance with the Town's Code of Conduct Policy to the satisfaction of the Council. Employees may promote any unresolved dispute arising out of this code through the Town Manager, Mayor, or failing that, to the appropriate Committee of Council dealing with administration issues for the Town.

Where it has been determined that the conduct referred to the appropriate Committee of Council does breach the Town's Code of Conduct Policy, the complainant and the employee shall be so advised in writing. Council may also instruct the employee to divest himself or herself of the outside interest or transfer it to a trust or take disciplinary action.



## 10.1 Disciplinary Procedure

The Town strives to create a long-term relationship with its employees. Its primary goal is to provide a positive environment through training, development and strong management that will allow both the employee and the Town to achieve excellence. For those employees that do not meet this expectation, a fair and constructive discipline procedure has been developed that encourages improved performance in the workplace.

The authority to discipline is entrusted to the Town Manager and/or Council. Discipline is intended to be constructive in correcting an employee's unacceptable conduct or habits.

Any deficiency in performance or conduct will be reported to the Town Manager or Mayor or designate who will investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. The individual will be informed of the problem and given a chance to discuss it with the Town Manager, Mayor or designate.

Depending on the severity of the problem and its history, one of several actions may be taken:

- Verbal reprimand
- Written reprimand
- Suspension (with or without pay)
- Dismissal

Acute offences are those that are clearly identifiable and call for immediate action. An example of an acute offence is misappropriation of funds. For these, the penalty may be applied without delay, up to and including dismissal. Chronic offences involve a continuing pattern of less serious infractions, such as persistent lateness or substandard work. These offences may be more appropriately handled by working through the various levels of discipline.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk/Manager

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Date