

Purpose:

- 1 To encourage ethical conduct by outlining expected behaviour standards.
- 2 To discourage unethical conduct by outlining potential consequences.
- 3 To encourage employees to bring forward ethical concerns in the public interest.

Policy Statement(s):

- 4 Employees follow City ethical standards and serve the interests of The City and its citizens when carrying out the financial and operational duties of The City by:
 - (1) respecting and maintaining the confidentiality of information received in the course of their duties;
 - (2) conducting The City's business in compliance with all laws, regulations, and other legal requirements;
 - (3) avoiding situations where a private or personal interest of an employee conflicts with the interest of The City, including when a private or personal interest could reasonably appear to influence the objectivity or impartiality of work-related decisions. Otherwise, employees must disclose and seek direction from their supervisor regarding potential conflicts of interest;
 - (4) not accepting substantial or frequent gifts, discounts, or hospitality, which could reasonably be perceived to influence a business decision. Employees can accept gifts, discounts, or hospitality considered usual business practice, as long as they transparently report to their supervisor any value received greater than \$50;
 - (5) not using City property for personal benefit;
 - (6) not influencing or seeking to influence the hiring of friends or relatives;
 - (7) not using confidential or "insider" City information for personal benefit;
 - (8) avoiding off-duty conduct that could harm or damage The City's reputation, interfere with the employee fulfilling the employee's work responsibilities, or reasonably lead to refusal, reluctance, or inability of other employees to work with them;
 - (9) not knowingly making false or misleading statements or allegations;
 - (10) exercising diligence to prevent, detect, and report suspected fraud; and
 - (11) bringing forward ethical concerns or reporting questionable conduct involving other City employees or persons conducting business with The City.
- 5 Employees are expected to exercise sound judgment, and to be guided in their actions at all times by a sincere intent to be honest, forthright, and ethical in performing their duties and fulfilling their employment responsibilities. It is not possible to document all possible ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

- 6 Employees face appropriate employer action when not following City ethical standards, which may include disciplinary consequences up to and including termination, claims for restitution or reimbursement of losses, and/or referral to legal prosecution.
- 7 Employees with ethical concerns have reporting options available to them and are supported and protected from reprisal/retaliation, even if the reported concerns are later found to be without merit, as long as employees acted honestly and in good faith in bringing forward concerns. Refer to the Ethical Standards on the Bridge for more information.
 - (1) Options for reporting include the ability to report serious allegations anonymously.
 - (2) A Whistleblower Protection Procedure containing a resolution process is available to help protect reporting employees affected by any form of reprisal/retaliation.

Definitions:

- 8 **Fraud:** An act committed by one who, by deceit, falsehood, or other fraudulent means, whether or not it is a false pretence, defrauds, or attempts to defraud The City, whether ascertained or not, of any property, money, or valuable security, or any service. Fraud will typically involve the use of a dishonest act or omission in an attempt to gain some personal benefit or advantage, but can also include the abuse of authority, assigned to or entrusted upon an individual by The City, to achieve an improper end.
 - 9 **Reprisal/Retaliation:** Oral or written reprimand, suspension, termination, loss of advancement opportunities, change in duties, reduction in pay, change in reporting structure, change in work location, harassment, threats, coercion, interference, or intimidation, directed at an Employee because the Employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any City Policy, Procedure, or other rule/expectation respecting the conduct of employees.
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References/Links:

- 1 Clearview Connects Reporting Service (www.clearviewconnects.com)
- 2 2024-CA Respectful Workplace
- 3 2024-CP Respectful Workplace Issue Resolution
- 4 2026-CP Whistleblower Reprisal/Retribution Protection

Scope/Application:

- 1 This policy is applicable to all City Employees.

Authority/Responsibility to Implement:

- I Human Resources Manager

Inquiries/Contact Person:

- I Human Resources Manager

Policy Monitoring and Evaluation:

- I This procedure will be evaluated one year from approval and every three years thereafter with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
November 24, 2016	"Craig Curtis"	City Manager