



## POLICY – HR 41

## CODE OF CONDUCT

<b>APPROVAL DATE:</b>	2013-05-19	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2021-06-21	<b>REVIEW DATE:</b>	2026

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## POLICY STATEMENT

To set the standard for professional conduct while employed by the Village of Marwayne.

## BACKGROUND

Municipal Employees are entrusted to conduct themselves with honesty, integrity, diligence and political neutrality. Village Employees have an obligation to maintain and promote public confidence in local government organizations.

## OBJECTIVE

To provide a safe, healthy and respectful work environment that promotes a high level of job satisfaction amongst Employees.



## DEFINITIONS

**CAO** is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

**Councillor** is a member of Council for the Village of Marwayne in the Province of Alberta.

**Employee** is a full-time permanent Employee, Summer Student, Contractor or Volunteer of the Village of Marwayne in the Province of Alberta.

**Employer** is the Village of Marwayne in the Province of Alberta.

**Village** is the Village of Marwayne in the Province of Alberta.

## GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees, Contractors, Volunteers and Summer Students and is subject to the terms set forth below:

### General

- All Employees are expected to conduct themselves in a polite and courteous manner at all times to all other Employees, Councillors and the general public.
- No Employee shall threaten, intimidate, interfere, coerce, or display any other unethical behavior verbally or physically toward another Employee.
- Employees shall not be argumentative, insubordinate or use coarse language at any time.
- During regular business hours, Employees must follow all applicable provincial and federal legislation, municipal bylaws, and municipal policies.
- No Employee shall engage in illegal activity during regular business hours. Employees whom engage in illegal activity outside of regular business may face disciplinary action, up to and including, termination.
- Employees must follow all applicable traffic laws when in Village of Marwayne equipment and vehicles. Failure to do so may result in disciplinary measures, up to and including, termination.



### **Conflict of Interest**

- A conflict of interest may arise when an Employees personal or pecuniary interest conflicts with the Employees duties and responsibilities for the Village of Marwayne.
- Employees must not make decisions on behalf of the municipality, make recommendations to the Village, use their position with the Village, or take any action on behalf of the Village for any matter where there is a possible or probable conflict of interest.
- The Village of Marwayne condones secondary employment, provided that the secondary employment does not cause any adverse effects to the Employees performance of their duties for the Village and it is performed outside of the Employees regular working hours.
- If an Employee requires clarification on any action or behavior that may constitute a conflict of interest, the Employee must contact the Chief Administrative Officer for more information.

### **Gross Misconduct**

- In situations of gross misconduct, an Employee may be dismissed without prior warnings.
- In instances of gross misconduct, an Employee may be terminated without notice and without pay in lieu of notice.
- The following actions constitute gross misconduct under this policy. These actions are neither exclusive nor exhaustive and the Village of Marwayne reserves the right to categorize other behaviors, apart from those listed below, as gross misconduct for the purpose of termination.
  - Theft;
  - Refusal to comply with an order from a supervisor;
  - Physical or verbal attack on another Employee;
  - Breach of health and safety policies and/or procedures;
  - Fraud;
  - Offensive behavior;
  - Sexual or racial harassment; and
  - False representations.



### **Village Sanctioned Events**

- Employees in attendance at Village sanctioned events are expected to conduct themselves in a manner that reflects positively on the municipality.
- In the event that an Employee is engaged in a serious breach of misconduct while at a Village sanctioned event, the Employee may face disciplinary action, up to and including, termination.
- Employees departing from Village sanctioned events at which alcohol may have been consumed are expected to ensure they have a safe ride home.
- Employees whom drink excessively at Village sanctioned events may be asked to leave the event should their behavior be deemed to be negatively affecting the municipality.

### **Duty to Report**

- Employees who allege wrongdoing against fellow Employees or Councillors must immediately notify the Chief Administrative Officer.
- In the case of illegal activity, the Chief Administrative Officer must immediately notify Council and the appropriate policing authority.
- Employees who allege wrongdoing may do so privately and confidentially.
- Retaliation towards any Employee for their acknowledgement of alleged wrongdoing is strictly prohibited. Any Employee who is deemed to be retaliating towards another Employee is subject to disciplinary measures, up to and including, termination.
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### **Gifts, Entertainment and Other Benefits**

- Employees must not accept or solicit gifts, entertainment, or other benefits from any individual, enterprise, business or non-profit organization in relation to any business being conducted with the Village of Marwayne.
- Gifts of real property, cash, negotiable securities, vacation rentals, boats, vehicles or airline tickets must not be accepted by any Employee.
- If an Employee is uncertain as to whether or not a gift may be accepted, they must consult with the Chief Administrative Officer. In the case of the Chief Administrative Officer, consult with Council.



## ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
<b>HANDLING INQUIRIES &amp; COMMUNICATING POLICY</b>	Chief Administrative Officer
<b>MONITORING REVIEWS AND REVISIONS</b>	Administrative Assistant

## EXEMPTIONS

Employees may accept occasional gifts of nominal or promotional value, including but not limited to, baseball hats, t-shirts, mugs, pens, calendars, holiday baskets, etc.