

RURAL MUNICIPALITY OF ROSEDALE NO. 283

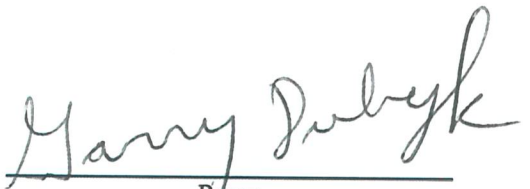
BYLAW NO. 02/2016

A BYLAW TO ESTABLISH MUNICIPAL EMPLOYEE CODE OF CONDUCT

The Council of the Rural Municipality of Rosedale No. 283, in the Province of Saskatchewan enacts as follows:


1. This bylaw shall be referred to as the "Municipal Employee Code of Conduct" Bylaw.
2. Pursuant to Section 111.1 of *The Municipalities Act*, council is required to establish an employee code of conduct policy on the terms and conditions set out in attached documentation marked as "Exhibit A".
3. This bylaw shall come into force and take effect on the final passing thereof.



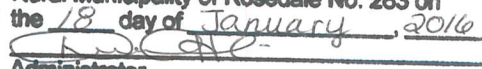

Reeve


Acting Administrator

Read a third time and adopted
this 18 day of January, 2016


Acting Administrator



Certified a true copy of Bylaw No. 02/2016
adopted by resolution of the council of the
Rural Municipality of Rosedale No. 283 on
the 18 day of January, 2016

Administrator

RURAL MUNICIPALITY OF ROSEDALE NO. 283
BYLAW 02/2016
EXHIBIT "A"
MUNICIPAL EMPLOYEE CODE OF CONDUCT

PRINCIPLES:

Employees of the Rural Municipality of Rosedale No. 283 must observe the highest standards of conduct in the performance of their duties. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or
(the supervisor must immediately advise the Administrator)

- council in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The council must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

CONTRAVENTIONS OF THE CODE:

The following action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict is as follows:

1. A verbal warning describing the conflict or potential conflict;
2. A disciplinary letter, copy to be placed in the employee's file ;
3. An opportunity for employee training on ethical behavior;
4. Final warning with an option of short-term suspension of one week without pay;
5. Termination with cause.