

TOWN OF LAKE COWICHAN

COUNCIL POLICY



DATE APPROVED: November 14th, 2017

APPROVED BY: Resolution 00106/18

SUBJECT: Town of Lake Cowichan Employment Code of Ethics

1. Purpose

The senior staff and employees of the Town of Lake Cowichan shall strive at all times to conduct their duties and responsibilities in a manner that is above reproach. To help achieve those goals, they must strive to ensure that:

- public business is conducted with integrity and in a fair, honest and open manner;
- have mutual respect for one another, the public and council and recognize the unique role and contribution each person has in making the Town a better place to work and live in;
- senior staff must maintain the highest ideals of honour and integrity in public and personal relationships;
- employees must maintain good public relations and integrity at the workplace; and
- discharge faithfully the duties of office or employment, as the case may be, without fear or favour.

2. Policy

Application of the Code

To this end, the Council of the Town of Lake Cowichan has adopted an Employment Code of Ethics that is applicable to all persons employed by the Town in recognition that the Town seeks to maintain and enhance the quality of life for all Town residents through effective, responsive and ethical conduct that is fair, honest and open.

3. Conduct of Members

All employed by the Town shall:

1. Maintain the highest ideals of honour and integrity in public and personal relationships in the workplace and discharge faithfully their duties in a manner that is above reproach.

2. Not use confidential information for the personal profit of themselves or others, nor for the purpose of gaining promotion, nor shall he/she misuse public time in the pursuit of such objectives. Privileged or confidential information should not be shared with others that may give rise to conflict of interest or cause harm to the Town.

3. Not be involved in a conflict of interest or a perception of a conflict of interest where the employee's duties or responsibilities;

- impair his/her ability to act in the public interest; and
- result in the erosion of public trust.

4. Not accept gifts or benefits that may be considered as inducements to seek favours or to influence any decision or action of the Employee.

4. Declare his/her direct or indirect interest in any enterprise, which proposes to transact business with his/her municipality.

5. a) Report to the Chief Administrative Officer any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other officer in the municipality.

b) As Chief Administrative Officer, report to the Municipal Council any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other municipal officer in the municipality.

6. Not use the authority or influence of his/her position with the Town on behalf of a political party or candidate or use working hours for political activity.

7. Continually strive to improve his/her professional ability and to encourage the development of competence of his/her associates in serving the municipality. Recognize that the chief function of a municipal officer at all times is service to his/her employer, and to the public.

8. Carry out his/her duties with impartiality and equality of service to all.

9. Not knowingly engage in any unlawful activity.

10. Not knowingly use e-mail or the Town's computers for personal gain other than as specifically authorized by policy.

11. Not conduct themselves in any way that would detract from the image of integrity or professionalism of the employee. Employee must provide service in a manner that is courteous, professional, equitable and effective.

4. Implementation and Enforcement

The Employment Code of Ethics is intended for all employees.

Employees have a duty to report one or any of the following:

- Situations that contravene the law;
- Where misuse of Town funds or assets occurs;
- Where dangers to public health and safety are known; or
- Where the environment is negatively impacted.

The disclosure of such information will be treated in confidence and employees will not be subject to discipline for reporting wrongdoing by employees.

Where there is a breach of the Employment Code of Ethics, appropriate disciplinary action may be taken.



Joseph A. Fernandez
Chief Administrative Officer