

Employee Code of Conduct Policy

1.0 Policy Statement

City of Mount Pearl is committed to providing a workplace where all employees act in a professional manner, show respect for fellow employees and simultaneously protect and foster the image of the City. Employees are expected to respect the City's obligations to partners and stakeholders and act in accordance with the highest standards of fairness, integrity and equity in all matters. Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

2.0 Scope

This Policy applies to all City of Mount Pearl employees and volunteers, who, for the purposes of this policy, shall be collectively referred to as "Employees." This Policy applies to all Employees in all facets of performing their responsibilities for the City, including but not limited to duties that are performed:

- In the workplace;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In company owned or leased facilities;
- During telephone, email or other communications; and,
- At any work-related social event, whether or not it is City sponsored.

3.0 Purpose

To establish a Policy for the City of Mount Pearl that outlines professional standards and guidelines that will provide effective guidance to employees in terms of what constitutes appropriate and inappropriate conduct. This policy also ensures that there is no conflict between employee personal interests and official duties. Failure to comply with any of these procedures will expose an employee to disciplinary action up to and including termination and/or action through the Courts.

4.0 Definition

- **Political Activity** – applicable to municipal, provincial, territorial and federal politics, and includes but it is not limited to: seeking nomination or being a candidate in an election, giving donations to a political party from at the individual's expenses, or actively canvassing or campaigning for a political party or a candidate.

5.0 Principles of Conduct

- Employees will promote the goals, objectives, and policies of the City by always conducting themselves in a respectful and professional manner.
- Employees will acknowledge and recognize the dignity and worth of others with respect to their duties.
- Employees will afford, in the performance of official duties, equal treatment to all persons and, without restricting the generality of the foregoing, shall refrain from affording preferential treatment to any person, group, or organization.
- Employees will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties.
- Employees will not, except as specifically provided by policy, use City property or equipment for activities or purposes not associated with the discharge of official duties.
- Employees, their immediate family, and family members residing in their household, may not sell goods, materials, or services to the City without the express permission of the Chief Administrative Officer, which is to be reviewed on an annual basis.
- Employees will not engage in any business dealing or transaction or have a financial or other personal interest that is in conflict with the discharge of their official duties.
- Employees will not place themselves in a position where they could derive any benefit or gain from any City contracts, persons, groups, companies, or organizations with which the City does business.
- Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere or appear to interfere with their duties as a City employee, without the prior written approval from the Chief Administrative Officer.

A. Rules of Disclosure

Employees will disclose, in writing, to the Chief Administrative Officer any business, commercial, or financial interest where such interest might be construed as being in actual or potential conflict with their official duties, and shall abide by the advice given. Upon approval, the written disclosure will be kept in the employee's personnel file for the duration of the activity.

B. Complaint Procedure

Any person who feels an employee has violated the terms of this policy is required to make written complaint to the Chief Administrative Officer, or in the case of a complaint regarding the Chief Administrative Officer written complaint is to the Office of the Mayor.

C. Contravention

Contravention of any of the provisions of these principles of conduct and rules of disclosure will cause disciplinary action up to and including dismissal and it will be up to the discretion of the Chief Administrative Officer.

D. Service to the Public

City of Mount Pearl employees hold positions of trust within the community, and therefore, it is their responsibility to perform their duties in a manner that recognizes a fundamental commitment to the well-being of the community and its citizens. It is the expectation of the employees to demonstrate the qualities of honesty and integrity; impartiality, objectivity and fairness; effectiveness and efficiency; responsiveness and sensitivity; tact and discretion; and reasonable common sense.

In addition, City employees should provide service to the public in a manner that is professional, courteous, equitable, efficient and effective.

When dealing with the public, employees must treat each contact with the public with diplomacy, tact and objectivity, and should recognize that such contacts affect the City's public image. To further improve the image of professionalism, employees should refrain from work-related conversations in front of any visitors and/or citizens and shall not discuss internal matters with visitors or citizens. Any conflict between an employee's personal or private interests and their official duties should be resolved in favour of the public interest.

City employees should be sensitive and responsive to the changing needs, wishes and rights of the public while respecting the legal and legislative framework within which service to the public is provided.

E. Political Activity

- Nothing in this section shall prohibit or discourage any employee from voting.
- An employee shall not engage in any political activity during work hours or while representing the City.
- An employee shall not use City resources, including but not limited to facilities, equipment, or supplies, while engaging in political activity.
- An employee shall not use their title or position in the City in any way that would lead any member of the public to infer the City is endorsing a candidate, political candidate, or political issue.
- Directors, Corporate Services staff and election staff shall not engage in political activity during an election.
- Any employee or member seeking election to any level of government except a member who is seeking re-election to Council, shall take an unpaid leave of absence from the time the candidate files their nomination papers until election day. The ability to take leave is subject to human resources policies.

- An employee or member shall resign their position with the City if they are elected to any level of government, except a member who is reelected to Council.
- Any mandate of the City or task that is within the scope of the employees' duties shall not be considered political activity.

6.0 Standards of Unacceptable Conduct

The following are examples of some, but not necessarily all, types of conduct, which will result in disciplinary action up to, including discharge:

- a. Any act of dishonesty. This includes but is not limited to the theft of any City or employee property.
- b. Committing or attempting to commit deliberate damage to City property or facilities; or the unauthorized use of the City's facilities, tools or equipment.
- c. Disorderly conduct such as striking another employee, or use of abusive language.
- d. Possessing, using, buying, or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work.
- e. Repeated absence or tardiness.
- f. Removing, sending or furnishing to unauthorized persons the City's records or information.
- g. Breaches in any security procedure and or refusal to cooperate in the City's investigation.
- h. Abandonment of job or failure to report to work without notifying one's immediate supervisor.
- i. Violating the City's diversity and anti-harassment policies.
- j. Sexually harassing another employee.
- k. Direct violation of City's policies and procedures.
- l. Obtaining employment with City of Mount Pearl on the basis of false or misleading information or falsifying of resume/CV.
- m. Allowing unauthorized person(s) access to the City of Mount Pearl's facilities.
- n. Possessing firearms of any type while on City property or while on City business.
- o. Insubordination – the refusal to perform all job requirements or services as outlined by the City of Mount Pearl.
- p. Sleeping on the job.
- q. Falsification of any City records, reports, or documents.
- r. Knowingly violating any City or government regulations on workplace safety.

7.0 Responsibilities

The Chief Administrative Officer is responsible to:

- Ensure all employees act in a respectful and professional manner.
- Ensure discipline is applied to employees who breach the Code of Conduct policy.


Directors are responsible to:

- Educate and advise employees on following the Code of Conduct Policy.
- Disciplining employees who breach the Code of Conduct Policy.

Employees are responsible to:

- Conduct themselves in a respectful and professional manner at all times.
- Seek assistance if unsure if their actions will be a breach of the Code of Conduct policy.

8.0 Approvals



Steve Kent, Chief Administrative Officer

August 29, 2018

Date