Maple Ridge

ADMINISTRATIVE POLICY

Title: Code of Conduct Policy		**Policy No:** 30.18 **Supersedes:** February 15, 2020
Effective Date: February 15, 2020	**Amended Date:** January14,2025	**Review Date:** January14,2026

Policy Statement:

The City of Maple Ridge is committed to maintaining a high standard of Ethical and Principled Behaviour. Employees, City volunteers, and contractors that undertake work for the City are expected to demonstrate professionalism and perform their duties in a manner that fosters public confidence, objectivity, transparency, trust, and integrity in City decision-making.

Purpose:

The purpose of this Policy is to:

(a) promote Ethical decision-making and behaviours by all Parties; and

(b) outline the expectations for all Parties and demonstrate how ethics are expected to guide appropriate workplace and City business decisions.

Scope:

This Policy applies to all Employees, City volunteers, and prime contractors.

Definitions:

City means the City of Maple Ridge.

Conflict of Interest means any situation in which Parties, either on their own or on another's behalf, promote a private interest that conflicts with the City's interests, and includes any actual, potential, or perceived conflicts of interest.

Contractors means prime contractors who have been hired by the City to provide contract services for the City.

Director means a senior management Employee whose role and responsibilities includes overseeing and managing a department within the City.

Employee means any full time, part-time, temporary, or auxiliary employee hired by the City, and excludes any Volunteers or Contractors acting on behalf of the City.

Ethical means being truthful, honest, fair, and acting in accordance with the common standards associated with Local Government, and with any applicable standards required by professional regulators or associations.

Manager means a management Employee whose role and responsibilities includes overseeing and managing a certain team within a department at the City.

Parties means any person that falls within the scope of this Policy, including Employees, Volunteers, and Contractors, as defined. This definition also includes use of the term "Parties"

Preferential Treatment means providing an individual or group with an advantage over others which may lead to greater benefits, access, treatment, or opportunities for that individual or group.

Principled Behaviour means acting with integrity, honesty, fairness, and in accordance with City Policies and Procedures.

Volunteers means any person who is providing volunteer services to the City and where the City is acting in a supervisory capacity only for the purposes of these volunteer services being provided.

Procedure:

Ethics, Policies, and Regulations

1. Parties are expected to adhere to the highest standards of Ethical behaviour.

2. Parties must comply with this Policy and any other policies, bylaws, operating procedures, standards, collective agreements, laws, and regulations that may relate to this Policy.

3. Contraventions of this Policy must be disclosed as follows:
   (a) Employees must disclose contraventions to their Manager, Director, or the Director of Human Resources;
   (b) Volunteers must disclose contraventions to the City representative who is acting in a supervisory capacity while those volunteers are providing voluntary services to the City; and
   (c) Contractors must disclose contraventions to the City Representative designated under their contract or any other City representative they are reporting to.

Conflict of Interest

4. The City recognizes that Parties are entitled to enjoy the same rights in their private matters as any other member of the public would be entitled to, unless it can be demonstrated that such restrictions are essential to the City's interest and to the public interest.

5. Parties are responsible for avoiding Conflicts of Interest.

6. Where there is a Conflict of Interest, including those where a Party may personally benefit from any City decisions that are made:
   (a) Employees must disclose this to their Manager, Director, or the Director of Human Resources and cease to partake in the activity that perpetuates this Conflict of Interest, unless they obtain written consent from their Manager, Director, or Director of Human Resources;
   (b) Volunteers must disclose this to the City representative who is acting in a supervisory capacity while those volunteers are providing voluntary services to the City, and cease to partake in the activity that perpetuates this Conflict of Interest, unless they obtain written consent from the City representative; and
   (c) Contractors must disclose this to the City representative designated under their contract or any other City representative they are reporting to and cease to partake in the activity that perpetuates this Conflict of Interest, unless they obtain written consent from the City Representative.

7. Examples of Conflicts of Interest include, but are not limited to, the following:
   (a) interference with the performance of one's duties with the City;
   (b) engaging in outside employment or interests that conflict with one's duties with the City;
   (c) any personal financial interest in any City contract or transaction;
   (d) Preferential Treatment towards any friends or relatives;
   (e) any financial gain or other advantage because of one's responsibilities with the City; or
   (f) using one's position for conducting or representing business on City property that conflicts with one's duties with the City.

8. A personally-benefiting Conflict of Interest applies not only to a Party's financial interests but also to any personal benefit to themselves, family, or friends.

Solicitation, Acceptance, or Offering of Gifts or Donation

9. Employees and Volunteers will not solicit or accept unsolicited donations of gifts, prizes, or money from any person, firm, or corporation that is interested directly or indirectly in any manner in business dealings with the City.

10. Nominal gifts received by an Employee, such as chocolates or gift baskets, may be shared with their division or department (or the division or department they are volunteering with) or donated to a local charity. Volunteers who receive nominal gifts must use their best discretion in determining how to use or distribute those gifts. If an Employee or Volunteer is uncertain about whether accepting a gift is appropriate, such Employee must consult with their Manager or Director, or such Volunteer must consult with the City representative overseeing their volunteer services.

Use of City Property, Assets, and Premises

11. Parties are not permitted to use any City property, assets, or other resources for personal use without authorization by the City.

12. Any incidental personal use of City assets such as telephones, computers, or related software must be done in accordance with the City's Acceptable Use Policy – Information Technology.

13. Parties must ensure that any City property (including cash, cheques, documents, inventories, and equipment) in their care is properly secured and protected at all times. This responsibility extends to the use and security of any corporate credit cards or access codes, in accordance with the City's Procurement Policy.

Confidentiality of Information

14. Employees and Volunteers may only collect, access, use, destroy, and disclose confidential information in accordance with the *Freedom of Information and Protection of Privacy Act*, the City's Privacy Management Program Policy, and the City's Records Management Policy.

15. Employees and Volunteers must consult with the City's Privacy Head, as set out in the Privacy Management Program Policy, prior to disclosing any confidential information.

16. Contractors must follow all applicable provisions relating to confidentiality that is set out in their contract and seek any necessary clarity from the City representative designated under their contract.

Reporting, Recording, and Retaining Information

17. Parties must ensure that any information collected, produced, or obtained during their duties, whether written, oral, or in electronic format, is as accurate as possible, and are responsible for checking the accuracy of such information.

18. Employees and Volunteers must not intentionally mislead, or provide misleading information, to other Employees, Volunteers, Council members, or the public about any City-related issue, and:
    (a) must follow all applicable operating procedures and standards, including the Claims Operating Procedure;
    (b) not report inaccurate or incomplete information or report information in a way that is intended to mislead or misinform those who receive it. This is strictly prohibited and may result in consequences for that Employee or Volunteer, including disciplinary action up to and including termination of employment or volunteer opportunity; and
    (c) if an Employee or Volunteer believes that they may have been misunderstood or discover that they have accidentally shared inaccurate or incomplete information, they are expected to promptly correct that misunderstanding or provide the correct information.

19. Examples of intentionally misleading reporting include, but are not limited to, the following:
    (a) submitting an expense account for reimbursement of business expenses not incurred or misrepresenting the nature of expenses claimed;
    (b) theft of time or failing to record time properly worked or taken off; and
    (c) providing inaccurate or incomplete information to Managers, Directors, or staff during an investigation, audit, or other review or to organizations and people outside the organization, such as external auditors.

Fraud, Theft, and Misuse

20. Parties must follow all security protocols and policies established by the City to prevent fraudulent misconduct and comply with all applicable laws and regulations. Contractors must also follow all applicable sections of their contract.

21. Employees with knowledge or suspicion of fraud, or misuse or unauthorized possession of City-owned property and assets, must immediately report it to their Manager, Director, or the Director of Human Resources, Deputy Director of Finance, and to the Chief Information Officer if such fraud is related to use of information technology, and in the case of Volunteers or Contractors, such knowledge must be reported to the City representative overseeing their volunteer work or their contract.

22. Managers are accountable for monitoring their Employees' performance and ensuring that all Employees are aware of City's controls, policies, bylaws, and procedures, as well as all relevant laws and regulations.

23. All confirmed incidents of fraud or theft committed against the City by any Party will be treated as serious misconduct, and depending on the severity may lead to disciplinary action up to and including termination of employment, volunteer opportunity, or contract, or be viewed as an act of criminal activity and addressed accordingly.

24. Employees and Volunteers must fully cooperate with any type of City investigation given that it is a fundamental requirement of employment or volunteering with the City to be honest and forthright.

25. Contractors must follow all protocols related to fraud, theft, and misuse which may be set out in their contract.

Workplace Safety

26. The City is committed to ensuring a safe work environment that is supported by Managers and Directors, and demonstrated through the City's Health and Safety and Stay at Work / Return to Work Programs.

All Employees are expected to promptly report any accidents, injuries, or unsafe conditions, and adhere to all safe work procedures implemented by the City and by WorksafeBC.

Administration:

27. This Policy supports and is to be read in conjunction with all other policies, operating procedures and standards, bylaws, applicable laws and regulations, and collective agreements. The following is a non-comprehensive list of policies that relate to this Policy:
    (a) Acceptable Use Policy – Information Technology;
    (b) Privacy Management Program Policy;
    (c) Records Management Policy;
    (d) Procurement Policy;
    (e) Respectful Workplace Policy; and
    (f) Anti-Discrimination and Anti-Racism Policy.

28. A copy of this Policy will be:
    (a) provided to Employees during new Employee orientation sessions;
    (b) required to be signed off on by new Employees when they are hired;
    (c) required to be reviewed by all Employees every two years; and
    (d) posted on the City's website and intranet so that it is available to Volunteers and Contractors.

29. Managers of Employees must:
    (a) ensure that their Employees have read, understand, and comply with this Policy; and
    (b) make every reasonable effort to implement procedures to prevent and detect any issue that may contravene this Policy, including but not limited to fraud, theft, breach of trust, conflict of interest, bias, and other forms of wrongdoing.

30. Managers and Directors may receive training facilitated by Human Resources in relation to this Policy and how it should apply to their Employees.

31. The Director of Human Resources or their delegate, in consultation with the Chief Administrative Officer must:
    (a) review and document any alleged contravention of this Policy;
    (b) determine the appropriate Party to investigate, which may be conducted internally or by an independent individual; and
    (c) determine the appropriate consequences resulting in a breach of this Policy.

Consequences:

32. Any contravention of this Policy by:
    (a) an Employee may result in discipline up to and including termination of employment;
    (b) a Volunteer may result in discipline up to and including termination of volunteer opportunities; and

(c) a Contractor may result in termination of a contract, in accordance with that contract's provisions.		
(Administration Only) **Resolution No.:**	**Signature**	**Date Signed** January 14, 2025