

POLICY MANUAL

<p>Title: Code of Conduct Policy</p>	<p>Policy No: 30.18</p> <p>Supersedes: NEW</p>
<p>Authority: <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational</p> <p>Approval: <input type="checkbox"/> Council <input checked="" type="checkbox"/> CMT</p> <p><input type="checkbox"/> General Manager</p>	<p>Effective Date: February 15, 2020</p> <p>Review Date: February 15, 2023</p>
<p>1.0 Policy Statement:</p> <p>Employees of the City of Maple Ridge are committed to maintaining a high standard of principled behaviour. Employees are to maintain the highest level of professionalism and perform their duties in a manner that maintains public confidence and trust in the integrity, objectivity, and impartiality of decision-making at the City of Maple Ridge.</p>	
<p>2.0 Purpose:</p> <p>As public servants, employees are guardians of public funds and responsible for the services provided to citizens. This Code of Conduct is intended to promote principled decision-making and behaviours among employees. It clarifies what is expected of all employees and demonstrates how ethics can guide appropriate workplace behaviours. By understanding and acting in accordance with this policy, you help to maintain and enhance the valued reputation, which the City has developed and wishes to maintain.</p>	
<p>3.0 Application and Scope</p> <ul style="list-style-type: none"> This policy applies to all City of Maple Ridge employees, any person doing business with the City, volunteers, and contractors. Any breach of this policy may result in discipline up to and including termination. 	
<p>4.0 Conflict of Interest</p> <p>Ensuring that there are no conflicts of interest is one of the fundamental principles of ethical behaviour. A conflict of interest involves any situation in which employees, either on their own or on another's behalf, promote a private interest. Each employee is responsible for taking action as is necessary to prevent real, potential, or apparent conflict of interest. Examples of conflict of interest would include, but are not limited to the following:</p> <ul style="list-style-type: none"> an interference with the performance of their duties with the City; engaging in outside employment or interests that conflict with their duties with the City; 	



- any financial interest in any City contract or transaction;
- preferential treatment to any friends or relatives;
- any gain or advantage as a result of their responsibilities with the City; or,
- conducting or representing business on City property.

If an employee is faced with a situation where they could directly benefit or be seen to benefit from a decision they make, they are required to disclose that interest to their Manager or the Director of Human Resources and remove themselves from the decision-making process immediately. This applies not only to financial interests, but includes any personal benefit, or any benefit to family and friends.

5.0 Solicitation, Acceptance or Offering of Gifts or Donations

Employees shall not solicit, or accept unsolicited donations of gifts, prizes or money from any person, firm or corporation which is interested directly or indirectly in any manner in business dealings with the City of Maple Ridge. This applies to all charitable, social or other events.

Nominal gifts received such as chocolates or small gift baskets may be shared by the individual with their division or department, or donated to a local charity. If you are uncertain as to whether acceptance of a gift is appropriate, you must consult with your manager.

6.0 Use of City Property, Assets, and Premises

Employees must not make unauthorized use of any City property, assets, or other resources for personal reasons. Incidental personal use of City assets such as telephones, computers or related software must be in accordance with the City's Information Security Policy and Electronic Mail Policy and Procedures.

In addition, employees must ensure that any 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. Further information can be found in our [Purchasing Policy](#).

7.0 Confidentiality of Information

Only with proper authority will employees give or release any confidential information acquired in the course of that person's duties with the City. The following information must not be used or disclosed, except in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA"):

- Information that is personal;
- Information that constitutes the proprietary information of a third party, individual, or group;
- Information that might reasonably be regarded as having been disclosed to the employee in confidence;
- Information of a sensitive nature; and
- Information that imparts to the person in possession of such information an advantage not available to the public generally.

Employees shall:

- Only access information needed for City business and as it relates to their work;
- Only use confidential information for the purpose for which it is intended to be used;
- Refrain from discussing or disclosing any confidential information with or to other staff, or with persons outside the organization except as authorized; and,
- Employees shall not, either during or after the employees' term of employment benefit, or appear to benefit, from the use of information acquired as a result of their duties with the City unless such information is available to the public generally. Employees shall not disclose information that is not available to the public without proper authorization.

8.0 Reporting, Recording and Retaining Information

It is every employee's responsibility to ensure that all information collected, produced or obtained in the course of their duties, whether written, oral, or in electronic format, is as accurate as possible. No employee shall wilfully mislead other employees, Council members or the public about any issue of City concern.

If you believe that someone may have misunderstood you, promptly correct the misunderstanding. Reporting inaccurate or incomplete information, or reporting information in a way that is intended to mislead or misinform those who receive it, is strictly prohibited and could lead to serious consequences including disciplinary action.

Examples of dishonest reporting include, but are not limited to the following:

- Submitting an expense account for reimbursement of business expenses not actually incurred, or misrepresenting the nature of expenses claimed;
- Failing to properly record time worked or taken off;
- Providing inaccurate or incomplete information to City management or staff during an internal investigation, audit, or other review, or to organizations and people outside the company, such as external auditors.

All employees shall work in accordance with both the City controls established to prevent fraudulent misconduct and all applicable laws, regulations, and government guidelines. Any employee who has knowledge of or suspicion of fraud must report it to their Manager or the Director of Human Resources immediately.

Management is accountable for monitoring employee activity and performance, and ensuring that all employees are aware of, and in compliance with, controls, policies, and procedures. All confirmed incidents of fraud or theft committed against the City will be taken seriously and may be viewed as acts of criminal activity and treated accordingly.

In order for the City to conduct investigations and reviews, it needs the help and cooperation of its employees. Employees are required to fully cooperate with all authorized investigations and reviews, and to promptly, completely, and truthfully comply with all internal requests for information.

9.0 Respectful Workplace

The City is committed to creating and maintaining a positive and welcoming work environment that is free of harassment and discrimination. Achieving this environment depends on mutual respect, cooperation, and understanding among fellow workers. Harassment is not acceptable and will not be

tolerated or condoned. All employees are expected to act in accordance with the City's Respectful Workplace Policy.

Where a complaint is substantiated, an appropriate remedy will be implemented. The determination of an appropriate remedy will be assessed on a case by case basis. This may include corrective action such as education and training, mediation or other conciliatory approaches, temporary or permanent changes to reporting structures or work assignments, and discipline up to and including termination of employment where applicable.

10.0 Workplace Safety

Safety is everyone's responsibility. Only through the contribution and cooperation of all employees can we achieve a safe working environment. The City is committed to a strong and effective Health and Safety and Stay at Work / Return to Work Program that heightens the protection of our workers from workplace accidents, illness, injuries and diseases. It is our policy to provide a safe working environment in accordance with the Occupational Health and Safety Regulations (OHS Regulations). We are committed to providing a safe and healthy environment in which our employees may work efficiently, without fear of accident, injury, illness or disease. Our well-established programs provide guidance and include information on roles, responsibilities and designations of Joint Committee members.

11.0 Procedures and Guidelines

11.1 Non-Retaliation

The City of Maple Ridge will promptly review any report of unlawful or unethical conduct, and will not tolerate threats or acts of retaliation against any employee who is acting in good faith.

11.2 Related Policies, Documents and Distribution

All other City of Maple Ridge policies, applicable legislation, and collective agreements apply. A copy of this policy shall be provided during new employee orientation sessions, included in the City's bi-annual policy sign-off, and posted on the City's website. The City will also make known to all employees the process for reporting contraventions of the Code of Conduct.

11.3 Reference Material

Respectful Workplace Policy 30.11
Expenses and Reimbursement Policy 5.35
Health & Safety Policy 30.08
Alcohol and Substance Use Policy
Purchasing Policy 5.48
Information Security Policy 5.47
Electronic Mail Policy and Procedures 30.13
Social Media Policy 30.10

<p>12.0 Key Areas of Responsibility</p> <p><u>Roles and Responsibilities</u> All staff are representatives of the City of Maple Ridge and, as such, all staff must follow the highest standards of ethical behaviour in the performance of their work.</p> <p>Management must ensure that employees are aware of, and act in compliance with, this <i>Code of Conduct</i> and other related policies. Management must make every effort to establish and maintain adequate systems, procedures, and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias, and other forms of wrongdoing.</p> <p>Employees must become acquainted and comply with this <i>Code of Conduct</i> and related policies. In addition, every employee has a responsibility to:</p> <ul style="list-style-type: none"> • Report any misuse or possession of City-owned property and assets; • Cooperate fully with investigations into any alleged contraventions and not retaliate against anyone who has come forward with a complaint or is a witness to a complaint; • Disclose contraventions of the <i>Code</i> or other instances of serious misconduct immediately to their Manager or the Director of Human Resources; • Obtain written permission from the City where there may be a conflict; such permission shall not be unreasonably withheld; and, • Understand that contraventions of the <i>Code</i> shall be subject, where appropriate, to disciplinary action, up to and including termination. <p>Any alleged contravention shall be documented and reviewed, in a confidential manner, by the Director of Human Resources or designate. The Director, in conjunction with the respective General Manager or Chief Administrative Officer, will determine the appropriate party to investigate the report based on the circumstances. Investigations may be conducted by the Director of Human Resources or designate, an investigative team, an independent third party, or re-directed to a more appropriate existing process.</p>	<p>Responsibility</p> <p>All Employees</p> <p>Managers</p> <p>Employees</p> <p>Human Resources Manager</p>
---	--