

## LAC LA BICHE COUNTY PROCEDURE

TITLE: Codes of Ethics Standard Operating Procedure

PROCEDURE NO: CS-03-014-02

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

### 1.0 Specific Objectives

Lac La Biche County seeks to:

- a) **Establish the roles** employees are expected to take in an ethical workplace;
- b) **Define behaviour** that would be unethical;
- c) **Outline** disciplinary actions for violations.

We strive to protect all of our employees, vendors, customers, and the County itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The County will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

### 2.0 Procedures

2.1 Management will:

- a) Set a prime example, and in all their business dealings, honesty and integrity are not only expected, but required.
- b) Maintain an Open Door Practice to encourage discussion of suggestions and concerns from employees.
- c) Report any conflicts of interest regarding their position within the organization.
- d) Report suspected violations.

2.2 Employees will:

- a) Work together to promote a workplace built on trust, accountability and openness.
- b) Disclose any conflicts of interest regarding their position within the organization.
- c) Report suspected violations.

### 3.0 Unethical Behaviour

Lac La Biche County will not be party to the intent or appearance of unethical or compromising practices in any of its business relationships. The following are considered unethical behaviours and shall result in disciplinary action:

- Discrimination, harassment or violence;
- Improper use of County information, as outlined in the Confidentiality Standard Operating Procedure;
- Use of County assets or business relationships for personal use or gain.

#### **4.0 Violations**

In the event that a violation of this procedure occurs, Lac La Biche County will employ disciplinary measures that reflect the severity of the offence, up to and including termination of employment.

Retaliation against employees who use reporting mechanisms to raise genuine concerns will not be tolerated.

“Original Signed”  
\_\_\_\_\_  
Chief Administrative Officer

November 8, 2013  
\_\_\_\_\_  
Date