

TITLE: Standards of Conduct Standard Operating Procedure PROCEDURE NO: CS-03-015-02

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 Specific Objectives

Lac La Biche County is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful, collegial atmosphere. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the organization in maintaining an exemplary work environment, we require that all employees conduct themselves in an ethical and professional manner, at all times.

To preserve the core values and business principles that our organization is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale; or
4. Detrimental to the success of our organization.

2.0 General Guidelines

Lac La Biche County reserves the right to discipline and, in certain cases, terminate the employment of any employee who engages in conduct unbecoming of the County's standards, procedures and policies.

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person;
- Threats or harassing behaviour;
- Wilful damage or destruction to County property, or employee property;
- Possession of a weapon while on County premises, or while conducting business on behalf of the County;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- Job abandonment;

- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;
- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence;
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

3.0 Procedures

Where an employee is unsure as to the extent to which a situation may cause a violation of this SOP, the employee is required to discuss the matter with the responsible General Manager, with the Manager of Human Resources or with the Chief Administrative Officer, preferably before, but certainly as soon after the event as possible.

3.1 Department

No employee shall behave, when engaged in County business, in a manner which brings discredit to Lac La Biche County, or which adversely affects the County's operations and its ability to function effectively in the community.

Services provided to the public by County employees, or dealings between County employees, shall occur without regard to the race, religious beliefs, color, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, sexual orientation or source of income of those persons involved.

3.2 Outside Activities

A County employee may undertake additional activities including employment, self-employment, business, political or other activity, unless this additional activity:

- Causes an actual or apparent conflict of interest with the Employee's employment at the County;
- Is performed so that it appears to have been performed on behalf of the County;
- Interferes with the performance of the Employee's duties for the County;
- Involves the unauthorized use of County facilities or equipment including telecommunications equipment;
- Involves activities which are carried out during the Employee's regularly-scheduled working hours with the County, in which case, the Employee must use vacation time for these activities. Such vacation time will require approvals.

3.3 Acceptance of Favours

Employees of Lac La Biche County shall not accept gifts, favours or services from persons or organizations, since to do so could imply an imbalance in the impartiality which County Employees must demonstrate in their dealings with others. Exceptions are as follows:

- The normal exchange of courtesies (from the County's perspective) between friends or business associates;

- The normal presentation of gifts to persons participating as speakers, resource persons or volunteers for various functions or activities;
- Courtesies extended to staff, as a group, such as in the case of a supplier providing office staff with a box of candy at Christmas.

3.4 Business Dealings with Relatives

No employee shall enter into business dealings, on behalf of Lac La Biche County, with a member of the employee's family, since to do so may give the appearance of an imbalance in the impartiality which County employees must demonstrate in their dealings with others.

For the purposes this procedure, the term "employee's family" shall be consistent with the definition of Councillor's family in Section 169(b) of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, and includes the employee's spouse, children, parents and parents of the employee's spouse.

3.5 Smoking

Smoking in Lac La Biche County workplaces is not permitted according to the Tobacco Reduction Act passed by Provincial government legislation, effective January 1, 2008.

3.6 Fundraising and Solicitation

Employees may engage in occasional fundraising and solicitation activities on County premises. Ongoing fundraising and solicitation activities will not be allowed on County premises (such as an employee selling goods for profit). An employee must seek approval from their manager if using any County owned resources for fundraising or solicitation purposes (i.e. posting fundraising efforts on the County Intranet).

Such activity must not interfere with the conduct of County business.

3.7 Public Statements

Employees shall refrain from making public statements which would breach the confidentiality of information to which they might have access as a result of their employment by the County.

Where an employee is concerned about a possible breach of confidentiality, it is desirable that the employee discuss the matter with the responsible General Manager or with the Chief Administrative Officer before any public statement is made.

3.8 Personal Use of County Vehicles and Equipment

County vehicles and equipment may not be borrowed by, or rented for the personal use of an employee, or for the use of a member of that employee's family.

3.9 Possession of a Valid Vehicle Operator's License and Acceptable Driving Record

Where an employee is required by the County to operate a vehicle or piece of equipment for which a relevant license is necessary, or to use the employee's personal vehicle on County business, the County has the right to request the provision of a current Driver's Abstract for the Employee.

Any expense incurred in obtaining this Driver's Abstract should be paid by the employee, and, with appropriate receipts, may be submitted to the County for reimbursement.

3.10 Development of Personal Relationships between Employees

Employees involved in a dating relationship in the same work unit of the County can cause serious conflicts and problems with favoritism and employee morale. Personal conflicts from outside the work environment can be carried over into day-to-day working relationships. This is especially true between an employee and their supervisor.

Should a relationship develop, both partners of the personal relationship are to immediately report such circumstances to their supervisor or to the Manager of Human Resources.

Given the potential for conflicts within such a relationship, these are highly discouraged and the County reserves the right to take measures to deal with the potential conflict of interest which may result, including but not limited to:

- Implement change in reporting relationships including reporting to a different supervisor;
- Reallocation of employee to another department;
- As determined by the severity of the involved relationship, termination of employment to one person involved.

All instances of personal relationships developing between employees will be dealt with on a case-by-case basis.

4.0 Supervisory Code of Conduct

In addition to the guidelines outlined in Section 2 and 3, supervisors in our organization are expected to adhere to the following expectations:

- i. Supervisors must not misuse their authority for personal gain, nor for the benefit of their friends or family members.
- ii. Supervisors must not misuse their authority to inflict unwarranted punitive measures or to show personal favour to subordinate employees, other employees of the County, members of County Council nor any other person.
- iii. Supervisors must exercise the authority given to them for its intended purpose and in a fair and equitable manner.
- iv. Supervisors must treat subordinate and other employees with dignity and respect, including when imposing discipline for performance related concerns.

- v. Supervisors must not favour the interests of particular employees over others, including, but not limited to:
 - Authorizing absences;
 - Providing or requiring personal favours;
 - Providing any gifts or consideration;
 - Advancing promotions or reducing probation periods without critical analysis and rationale documentation.
- vi. Supervisors shall use discretion in disciplining employees and shall abide by the Human Resources Policies and Procedures with respect to discipline and termination.
- vii. Supervisors must consider any concerns raised by subordinate employees and must exercise fair judgement when addressing those concerns.
- viii. Supervisors shall refrain from personal relationships with other employees which could affect, or be perceived to affect, the proper and unbiased execution of the Supervisor's employment duties.
- ix. Supervisors must not disclose confidential business or personnel information to employees, County Council members, or members of the public, except where permitted by law. Supervisors must familiarize themselves with, and abide by, the Freedom of Information and Protection of Privacy Act.
- x. Supervisors must utilize staff meetings, electronic mail, memoranda and other forms of communication as deemed appropriate, to notify all affected staff about important matters or changes in the work unit.
- xi. Supervisors shall accurately and adequately communicate the attitudes and decisions of County Council, even if they disagree with the decision, such that respect for the decision making process is fostered.
- xii. Supervisors are prohibited from delegating those duties which require the judgement and expertise of the supervisor.
- xiii. Having regard for the fact that supervisory employees are often seen by the public as ambassadors for an organization, supervisors are encouraged to:
 - a. Conduct themselves in a manner which reflects their position as a supervisor in a municipality;
 - b. Conduct themselves in a professional manner in public, including refraining from using profanity, uttering insults or using offensive, sexist or racist language; and
 - c. Refrain from making public statements which reflect negatively on the County, County employees or County Council.

- xiv. Supervisors shall not openly support or display materials in support of an individual or political party seeking election at any level of government in the workplace. Any non-workplace political activities must be done in the supervisor's personal capacity and not as an employee of the County.
- xv. Supervisors shall:
 - a) Understand the importance of the separation of the roles of County Council and County Administration, including the statutory basis for such separation in the Municipal Government Act, (Part 6, sections 201, 202, 203, 207 and 208); and
 - b) Understand the unique role played by the Chief Administrative Officer as the sole employee of County Council and as a statutory officer.

5.0 Violations

5.1 Any person who believes that a violation of this policy has occurred shall:

- Raise the issue with his or her supervisor or with the Manager of Human Resources;
- Follow the procedures set out in the Employee Advocacy Policy and Procedures; or
- File a complaint pursuant to the Whistle-Blowing Policy and Procedures.

5.2 Employees who violate this procedure may be subject to disciplinary action.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date