



LAC LA BICHE COUNTY PROCEDURE

TITLE: Conflict of Interest/Moonlighting
Standard Operating Procedure

PROCEDURE NO: CS-03-015-05

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

1.0 General Statement

As an employer, we generally allow outside employment where: the secondary employment causes no adverse effects to the Employee's performance of job duties at the County; the secondary work is performed after the Employee's regularly scheduled working hours at Lac La Biche County; and, there is no conflict of interest.

2.0 Procedures

2.1 Reporting Guidelines for Moonlighting Employees:

Any employee who wishes to work part-time, or for any amount of time before or after their regularly scheduled work hours should discuss the matter with their manager / supervisor / HR prior to their acceptance of the secondary employment.

The Employee may be required to disclose information pertaining to the proposed secondary employment to allow a Lac La Biche County review. The review will simply ensure that there is no conflict of interest.

2.2 Limitations

Employees must have eight (8) consecutive hours of time for rest/sleep prior to reporting for regularly scheduled work at Lac La Biche County. For example, an employee may not work a 12am-8am shift at a secondary workplace prior to reporting to Lac La Biche County at 9am, etc. This is to ensure adherence with workplace compliance legislation intended to provide worker safety and productivity.

2.3 Non-Compete / Confidential Information

To ensure the safe-keeping of our organizational confidential information, employees are strictly prohibited from seeking secondary employment with any organization that competes either directly or indirectly with the organization, or that conducts business that is similar to Lac La Biche County.

Employees may be required to sign a Confidentiality and Non-Compete agreement prior to, or during their employment with the organization.

2.4 Secondary Employment with Clients and/or Vendors

Advance written permission to hold any outside employment or business interests with any organization that conducts business with Lac La Biche County, its suppliers, or dealers must be obtained from the Chief Administrative Officer. Failure to obtain advance written permission may result in disciplinary action, up to and including termination of employment.

3.0 Conflict of Interest in Hiring Practices

A conflict of interest can sometimes arise during the hiring process, such as with the hiring of family members. For more information on conflict of interest situations with regards to hiring practices, please refer to the Hiring Policy and associated SOP.

4.0 Conflict of Interest in the Transaction of Business

If any employee has reason to believe that a conflict of interest has occurred or is possible, it is his/her duty to report it to his/her immediate Supervisor, Manager, General Manager or the Manager of Human Resources. Lac La Biche County policies strictly prohibit any retaliation for fulfilling this obligation.

Employees should avoid any interest, investment or association that creates a conflict of interest or that interferes with their ability to perform their job duties.

Employees should avoid the creation of any personal direct or indirect interest or relationship with any organization that competes with, or provides products and/or services to Lac La Biche County, including any third party contractors.

If a situation arises where an employee is required to conduct business or provide services to a family member, or associate, while on duty for Lac La Biche County, this may create a real or perceived conflict of interest for both the employer and the employee in question.

If any employees believe that they may have a conflict of interest, they must promptly disclose this fact to their immediate supervisor, General Manager, Manager of Human Resources, or the Chief Administrative Officer.

5.0 Use of Personnel and/or Equipment for Non-Business Purposes

Lac La Biche County strictly prohibits the use of personnel (including volunteer staff) and/or equipment for non-related business, as their use may be improper, illegal or create a conflict of interest.

Where County resources (including property, equipment and personnel) are used for unapproved purposes, they may create a negative impact on our organization and the community perception of the organization.

6.0 Assurance against Retaliation

This SOP encourages employees to report any conflict of interest encountered during their employment at Lac La Biche County. Retaliation against the Complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the Respondent (that is, the person subject to the complaint), or anyone acting on behalf of the Respondent, against any witness providing information about a conflict of interest report, is also strictly prohibited. Acts of retaliation include (but are not limited to) interference, coercion, threats, and restraint.

This Conflict of Interest SOP will not be used to bring fraudulent or malicious complaints against employees. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

7.0 Reporting a Conflict of Interest

7.1 Employees

Employees who believe they have witnessed a conflict of interest, or where they reasonably believe that they may be engaged in any activity which could present a conflict of interest are obligated to promptly report any conflict of interest to their immediate Supervisor, Manager, General Manager or the Manager of Human Resources. Lac La Biche County must be made aware of all conflicts of interest in order to take the appropriate action.

7.2 Supervisors

Supervisors are directed to take all appropriate steps to prevent and stop conflicts of interest in their areas of responsibility. Any supervisor who is subject to, witnesses, or is given written or verbal complaints of a conflict of interest shall work to minimize or eliminate the issue at hand. Supervisors are required to report the conflict of interest to the Manager of Human Resources.

8.0 Investigations

Lac La Biche County seeks to resolve claims of conflicts of interest as expeditiously as possible. Investigations shall be initiated and the appropriate actions taken no longer than (10) ten days following the filing of a complaint.

The Employee's direct Supervisor, Manager, General Manager or the Manager of Human Resources shall work together and shall be responsible for determining and administering the methods and means for addressing complaints. This shall be accomplished through the following methods:

- Determining the credibility of allegations of a conflict of interest;
- Determining whether or not a reported act is indeed a conflict of interest;
- Resolving the conflict of interest;
- Administering punitive or corrective actions as appropriate;
- Administering punitive actions if false allegations were knowingly made.

At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this SOP has been violated. The report may be presented for review to law enforcement officials or legal counsel, as necessary.

In all cases, the Human Resources department shall retain the findings report for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date