

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-32

SUBJECT: **EMPLOYEE CONDUCT**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

32.1 CONFIDENTIALITY

Any employee of the Corporation may be required to keep confidential any information that comes to his/her attention through work performed in the normal pursuit of duties. An employee may be required to sign a Declaration of Appointed Office or confidentiality agreement or the understanding of confidentiality may be implicit in the act of hire. An employee shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information or material acquired by virtue of their official position in the Municipal Corporation. An employee shall not permit any person to inspect or have access to information, papers or documents that are confidential other than those who are appropriately entitled thereto. An employee shall not, by virtue of their position with the Corporation, use information for personal or private gain or for the gain of friends, relatives or any person or corporation having dealings with the Municipality. All personnel matters and files on any employee of the Corporation shall be kept in strictest confidence with the Office of the Human Resources Administrator and knowledge of its contents shall be available only to those who are appropriately entitled thereto. Breach of trust of this procedure may be sufficient cause for dismissal.

32.2 CONFLICT OF INTEREST POLICY STATEMENT
APPLICATION

These rules of conduct shall apply to all employees of the Municipality of Sioux Lookout.

32.3 PRINCIPLES OF CONDUCT

Employees shall not engage in any business transactions or have financial or other personal interests which are inconsistent with the impartial discharge of their civic duties. Employees shall not extend, in the discharge of their official duties, preferential treatment to relatives, friends, organizations or groups in which they or their relatives or friends have a pecuniary interest.

Employees shall not position themselves to the extent of being able to gain personal benefit directly or indirectly from any contract with the Municipality about which they can influence decisions or affect the outcome.

Employees shall not gain personal benefit or permit others to benefit from their access to information acquired in their official capacity which information is not generally available to the public through ordinary and proper channels.

Employees shall not engage in outside work, business or other types of financial enterprises that would:

- (i) Interfere with or influence their judgement or the impartial discharge of their duties as a civic employee, and
- (ii) Create or provide an advantage on account of their employment as a civic employee.

Other than personal use of a Municipal vehicle authorized by Council, employees shall not use or allow others to use Municipal vehicles, equipment, materials or property for personal benefit or gain.

Employees shall not solicit, accept or condone the solicitation or acceptance of any gift, favour or form of entertainment and/or hospitality, from any person or corporation having dealings with the Municipality whereby the acceptance of such could in any way influence the impartial discharge of their civic duty or that of other Municipality employees.

Employees shall be bound to inform their superior of any business interests of a commercial or financial nature where such interests might be construed to provide an advantage or to be in conflict with their civic duties.

32.4 **HOSPITALITY**

Employees shall not accept gifts, hospitality or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the Municipal Corporation.

32.5 **DISCLOSURE**

Whenever an employee considers that they could be involved in a conflict of interest as prohibited in this policy, they shall disclose the situation to their Department Head and Chief Administrative Officer or the person designated thereby, as the case may be, and shall abide by the advice given.

Documentation relating to conflict of interest situations on behalf of Municipality employees will be retained on file with the Human Resources Administrator.

32.6 **CONTRAVENTION**

Contravention of any of the provisions of these principles of conduct and these rules for disclosure may be considered as cause for reprimand, suspension or dismissal.