
MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-53

SUBJECT: Code of Ethics
SECTION: Personnel
APPLIES TO: All Employees
EFFECTIVE: March 19, 2015

INTENT

The Municipality of Sioux Lookout is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

This Policy shall:

1. Establish the roles employees are expected to take in establishing an ethical workplace;
2. Define behaviour that would be unethical;
3. Outline disciplinary actions for violations.

POLICY

Here at the Municipality of Sioux Lookout we strive to protect all of our employees, vendors, customers, and the Municipality itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

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

53.1 EMPLOYEE EXPECTATIONS

Management & Executives

- Municipal officials are expected to set a prime example. In all their business dealings, honesty and integrity shall be required.
- Shall have an open door policy allowing for the free discussion of suggestions and concerns from employees.
- Must report any conflicts of interest regarding their position at the Municipality of Sioux Lookout.
- Must report suspected violations.

Employees

- All employees are expected to work together to promote a workplace built on trust, accountability and openness.
- Disclose any conflicts of interest regarding their position at the Municipality of Sioux Lookout.
- Report suspected violations.

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

53.2 UNETHICAL BEHAVIOUR

- The Municipality of Sioux Lookout will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Harassment or discrimination will not be tolerated.
- Improper use of Municipal trade secrets (as outlined in the Confidentiality Agreement) will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.

53.3 VIOLATIONS

In the event that a violation of this policy occurs, the Municipality of Sioux Lookout will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have read and understand the Code of Ethics Policy of the Municipality of Sioux Lookout. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 12-15

**BEING A BY-LAW TO AMEND BY-LAW NO. 50-05, AS AMENDED
(BEING A BY-LAW TO ADOPT PERSONNEL POLICIES FOR THE
MUNICIPALITY OF SIOUX LOOKOUT)**

WHEREAS Council has passed By-law No. 50-05 to adopt Personnel Policies for the Municipality of Sioux Lookout; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable to amend By-law No. 50-05 and the adopted Personnel Policies;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT By-law No. 50-05 be amended by deleting the following Policies effective March 19, 2015:
 - a. Personnel Policy No. 3-53 Code of Ethics
2. THAT By-law No. 50-05 be amended by adding the following Policies:
 - a. Personnel Policy No. 3-53 Code of Ethics
3. THAT the Personnel Policies attached hereto as Appendix "A", are adopted as Personnel Policies for The Corporation of the Municipality of Sioux Lookout, effective March 19, 2015.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS EIGHTEENTH DAY OF MARCH, 2015.



Doug Lawrance, Mayor



Mary L. MacKenzie, Clerk