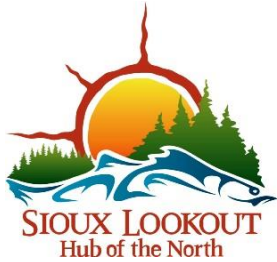


Code of Professional Conduct Policy



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel	Date:	April 20, 2026
Policy No:	2026-HR-02	Repeal:	
Approved by:	CAO		

Purpose

This Code of Professional Conduct exists to promote a respectful, safe, and productive work environment for everyone. It outlines the standards of behaviour we uphold as an organization, not simply as rules to follow, but as values we share.

We believe that a culture of integrity, inclusion, and mutual respect allows our people to do their best work. This policy gives clear direction on what is expected, and what support is available when things go wrong.

Policy Statement

The Municipality of Sioux Lookout is committed to fostering a workplace where every person regardless of role, background, or location is treated with dignity and respect. We hold ourselves to high ethical standards and expect all members of our community to act with honesty, professionalism, and care for others.

Conduct that undermines this commitment will be taken seriously and addressed through established procedures.

Scope

This policy applies to:

- All employees (full-time, part-time, and casual)
- Contractors, consultants, and temporary workers
- Volunteers and student placements
- Anyone acting on behalf of the organization, in person or online

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

This policy applies in all work-related contexts, including on-site, remote work, travel, off-site events, and digital communications such as email and social media when representing the organization.

Definitions

Term	Meaning
Professional Conduct	Behaviour that aligns with the organization's values, ethical standards, and legal obligations.
Harassment	Any unwelcome conduct — verbal, physical, written, or digital — that demeans, humiliates, intimidates, or threatens a person. Harassment may come from colleagues, supervisors, clients, or members of the public.
Discrimination	Treating a person less favourably because of a protected characteristic such as race, gender, age, religion, disability, sexual orientation, or family status.
Confidential Information	Any non-public information acquired through employment that could harm the organization or individuals if disclosed without authorization.
Conflict of Interest	A situation where personal, financial, or other interests could inappropriately influence — or appear to influence — professional decisions or duties.
Retaliation	Any adverse action taken against a person for raising a concern, making a complaint, or participating in an investigation in good faith.

Municipality of Sioux Lookout Values

Inclusivity

We foster an inclusive and unified community by engaging diverse voices across all neighbourhoods – from Alcona to Hudson – removing barriers to participation, and ensuring all residents feel welcome, heard, and represented.

Communication

We prioritize open, honest, and timely communication – both with the public and internally – ensuring staff and stakeholders are informed, aligned, and engaged.

Collaboration

We work together across departments, sectors, and communities with mutual respect and shared accountability to achieve better outcomes.

Reconciliation

We are committed to truth, respect, and relationship-building with Indigenous partners, recognizing the importance of reconciliation in our daily work and future planning.

Integrity

We operate with transparency and accountability, sharing information and decisions clearly and consistently to build public trust.

Sustainability

We plan and act with the future in mind – protecting our environment, supporting healthy living, and managing resources responsibly to sustain our community and economy for generations to come.

Fiscal Responsibility

We manage public funds wisely, ensuring that investments are strategic, efficient, and aligned with community values and priorities.

Risk Resilience

We embrace uncertainty with preparedness, adaptability, and courage. We learn from setbacks and navigate challenges with a long-term perspective and steady resolve.

Expected Standards of Conduct

We hold ourselves to a standard that goes beyond minimum compliance. The following expectations apply to everyone covered by this policy.

- **Respect and Inclusion**

- Treat all individuals with courtesy, dignity, and respect, regardless of their role or background.
- Actively contribute to an environment where everyone feels safe, valued, and heard.
- Refrain from discrimination, harassment, bullying, or any form of violence.

- **Integrity and Honesty**
 - Perform all duties honestly and to the best of your ability.
 - Avoid deception, misrepresentation, or withholding information that others have a right to know.
 - Disclose any actual or potential conflicts of interest to your supervisor or HR promptly.

- **Compliance and Safety**
 - Follow all applicable laws, regulations, organizational policies, and safety procedures.
 - Use organizational resources — including equipment, systems, and funds — only for legitimate work purposes.
 - Report unsafe conditions, potential violations, or misconduct as soon as you become aware of them.

- **Confidentiality**
 - Protect confidential information related to the organization, clients, colleagues, and business activities.
 - Do not share, misuse, or improperly disclose confidential information, either during or after your employment or engagement.

- **Conflicts of Interest**
 - Avoid situations where personal interests — financial, relational, or otherwise — conflict with your responsibilities to the organization.
 - Do not accept gifts, hospitality, or other benefits that could compromise your judgment or create an appearance of impropriety.
 - Disclose any outside employment, board membership, or business interests that may conflict with your role.

- **Social Media and Public Communications**
 - Be mindful that public communications — including posts, comments, and messages on social media — can reflect on the organization even when made outside of work hours.

- Do not share confidential information, make unauthorized statements on behalf of the organization, or engage in conduct online that would violate this policy if done in person.
- Clearly distinguish personal views from organizational positions when discussing work-related topics publicly.

Reporting a Concern

We are committed to creating an environment where concerns can be raised safely and without fear of retaliation. If you witness or experience conduct that may violate this policy, you are encouraged to report it.

- **Who to Contact**
 - Your direct supervisor or manager (where appropriate)
 - Human Resources Department
 - A senior leader or executive if the concern involves your direct supervisor

- **Anonymous Reporting**
 - Reports must include the reporter's name and contact information. Anonymous submissions will not be accepted or investigated.

- **Protection from Retaliation**
 - Any person who raises a concern in good faith, even if the concern is ultimately unsubstantiated, is protected from retaliation. Retaliation against a complainant, witness, or participant in an investigation is itself a serious violation of this policy and will result in disciplinary action.

- **False or Malicious Reports**
 - While good-faith concerns are always protected, deliberately false or malicious complaints undermine trust and will be addressed through disciplinary procedures.

Responsibilities

Role	Responsibility
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All Staff & Contractors	Uphold the standards in this policy, report concerns promptly, and cooperate with any investigations.
Supervisors & Managers	Model appropriate conduct, address issues quickly and fairly, escalate serious concerns to HR, and support a respectful team environment.
Human Resources	Receive and investigate complaints, enforce policy compliance, maintain confidentiality, and recommend appropriate action.
Senior Leadership	Champion a culture of integrity, ensure adequate resources for policy implementation, and hold all levels of the organization accountable.
Policy Owner (HR)	Maintain and review this policy, communicate updates, and ensure staff are aware of their obligations.

Consequences of Misconduct

Violations of this policy will be addressed through the Municipality’s Disciplinary Procedure. Consequences will be proportionate to the nature and severity of the conduct, and may include:

- A verbal or written warning
- Mandatory training or other corrective measures
- Suspension with or without pay
- Termination of employment or engagement
- Referral to law enforcement or regulatory authorities where required

Each situation will be assessed individually. The organization reserves the right to take immediate action, including suspension pending investigation, where warranted.

Related Policies and Documents

- Workplace Violence and Harassment Policy
- Confidentiality and Privacy Policy
- Conflict of Interest Policy
- Disciplinary Procedures
- Social Media Policy

Review and Revision

This policy will be reviewed every three years, or sooner if required by changes in legislation, organizational structure, or operational needs. The Human Resources Department is responsible for initiating and coordinating each review.

All revisions will be approved by senior leadership before taking effect. Employees will be notified of any material changes.