



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MANAGEMENT POLICY

TITLE: CODE OF CONDUCT FOR EMPLOYEES	No. M-PER-07
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POLICY:

This policy establishes a set of ethical standards by which all the Township’s employees are expected to conduct the Township’s business such that the public’s trust in its employees is not compromised.

This policy is applicable whenever a Township employee carries out duties or conducts business on behalf of the Township, represents the Township on committees or at work-related events or conferences, or conducts or attends work-related functions or training.

This policy applies at Township facilities and premises, at social functions sanctioned by or under the jurisdiction of the Township, during work-related travel outside of Township facilities, during incidents that occur outside of the workplace and have repercussions or an impact on the workplace, and to conduct that occurs by electronic means.

DEFINITIONS:

Conflict of interest occurs when an employee takes the opportunity to advance their wellbeing and/or interests in a way that is, or may be perceived to be, detrimental to the Township’s interests e.g., using confidential information for their own or others’ profit.

Township employees include any full-time, part-time, probationary, temporary, casual, contracted worker or volunteer.

Confidential information is information, whether written or oral, that is proprietary or non-public information of the Township that is within the knowledge of Township employees by reason of their employment with the Township.

Township property includes tools, vehicles, equipment and facilities.

PROCEDURE:

1. Employees must comply with all relevant legal, statutory and regulatory requirements as well as the Township’s bylaws, policies, employment contracts and collective agreements.
2. Employees are expected to carry out their responsibilities as instructed by Management but, as in matters related to safety, are empowered to refuse any work that they reasonably consider to be unethical, illegal or immoral. In such cases and as soon as possible, they are to place their concern before their Director or, if the

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<p>Director is the source of the concern, the Chief Administrative Officer, or if the Chief Administrative Officer is the source, the Mayor.</p> <ol style="list-style-type: none"> 3. Employees share with management responsibility for working safely as well as ensuring the safety of those working around them. 4. Employees must observe the Township's interest in sustainability and adhere to programs and activities that minimize the impact of the Township's operations on the environment. 5. Employees must deal with the Township's assets with the strictest integrity. 6. Township property is neither to be borrowed nor used for personal reasons. The sole exception is the rental of Township facilities, which are available at the prevailing rates to the public. 7. Employees are expected to act as ambassadors of the Township and its good name in both their business and their personal lives. 8. Employees are responsible to be aware of conflicts of interest and to avoid both actual and perceived conflicts of interest without exception - particularly the use of information not generally available to the public for personal gain. 9. Township employees must report any actual or perceived conflict of interest that arises in their private life through their involvement in community activities to their manager and immediately recuse themselves from all activities or decisions regarding the issue from which the actual or potential conflict of interest arises. 10. If the Township becomes aware of or identifies an actual, perceived, or potential conflict of interest respecting an employee, it will notify that employee immediately so that the employee can recuse themselves from all activities or decisions regarding the issue. 11. Township employees regularly deal with confidential information and must maintain the confidentiality of this information to protect the Township and the public perception of the Township. Further, they are expected to guard confidential information against loss, theft and/or misuse. 12. Employees must neither solicit nor receive gifts or gratuities although the acceptance of nominal gifts may be permissible, e.g.: <ul style="list-style-type: none"> - token gifts exchanged as part of a recognized protocol; - presentation of gifts to employees participating in business or public functions; - seasonal recognition by members of the community. 	

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13. While employees have the right as private citizens and, indeed, are encouraged to become involved in community activities, their community role must not compromise their Township function.

INVESTIGATION:

1. Any transgression of the foregoing will result in an investigation under the authority of the appropriate Director or Chief Administrative Officer and the Director responsible for Human Resources.

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