

Village of Kisbey
Bylaw 2020-3
Municipal Employee Code of Conduct

A BYLAW TO ESTABLISH A MUNICIPAL EMPLOYEE CODE OF CONDUCT

The council of the Village of Kisbey, in the Province of Saskatchewan enacts as follows:

1. Pursuant to Section 111.1 of The Municipalities Act, council is required to establish an employee code of conduct.
2. On the terms and conditions set out in the attached documentation marked as Exhibit "A"
3. This bylaw shall take effect as of January 1, 2021
4. This bylaw shall be adopted after third reading on January 20, 2021

Signed at Kisbey, Saskatchewan this 20th day of January, 2021 after third reading

This Bylaw shall come into full force and effect on the date of the final reading.
Dated this 20 day of January, 2021




John E. Riddell
Mayor


Nathalia Neal
Administrator

Village of Kisbey
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EXHIBIT "A"
Municipal Employee Code of Conduct

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

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3) Termination- after consultation with a solicitor.

In the event that steps 1 and 2 have not resolved the issue, or there are no signs of improvement in the situation, **termination of employment may result** after the said termination has been approved by council. Notice of a termination shall be given in writing, signed by the Mayor (and/or his/her designate) and served on the employee.

In addition to steps 1, 2, and 3 above, and employee may be subject to **immediate dismissal** for the following serious infractions.

- 1) Failure to disclose to the employer, events surrounding an accident within twenty-four(24) hours of the accident occurring;
- 2) Arriving at work under the influence of alcohol or other drugs;
- 3) Any physical, verbal or sexual harassment of any kind while working for the Municipality;
- 4) Theft of employer property or property of a fellow employee;
- 5) The use or possession of liquor or illegal and or non-prescription drugs on the employer property or job sites;
- 6) Willful damage of employer property or property of a fellow employee;
- 7) Reckless disregard of safety rules;
- 8) Improper use of municipal funds;
- 9) Failure to pass, or be submitted to a drug test if requested by Council.