

PERSONNEL CODE OF CONDUCT & BUSINESS ETHICS POLICY

Subject: Personal Conduct

Ref: Staff

Code: 18

Date Approved: June 28, 2022

Motion No: 286/28/06/22

Replaces: 238/14/06/11

The County of Northern Lights

believes in preserving its corporate image and
the integrity of each individual person employed.

The County of Northern Lights

proposes to do this by operating a fair, ethical
and wholesome workplace for its employees.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE:

The County's operations should be conducted with efficiency, impartiality and integrity at all times. It is the responsibility of all staff to regulate their conduct accordingly and in conformance with the following guidelines. Failure to adhere to these rules will be cause for disciplinary action; which will be delivered in accordance with applicable provisions [for unionized employees - the County/Employees Collective Agreement; and for executive – their employment contracts].

1. Confidentiality

An employee shall not, without prior authority, disclose or make known any matter which becomes knowledge by reason of employment, to unauthorized persons either directly or indirectly.

2. Conflict of Interest

An employee shall not have a financial interest in, or be directly or indirectly employed, or engaged in, any business where a conflict of interest may exist.

3. Nepotism - See separate Nepotism Policy.

4. Acceptance of Gifts

An employee shall not accept a gift, favor or service from any individual, organization or corporation other than the normal exchange of gifts [small intrinsic items] between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

Reasonable hospitality is an accepted courtesy of a business relationship but, the frequency and nature of hospitality should not be allowed whereby the recipient might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

5. Negligence

An employee shall not be negligent in the performance of duties; s/he shall not blatantly disregard rules and violate policy as set out in the County's Policy Manual and the Safety Manual. Negligence shall also include reckless or dangerous use of County vehicles and equipment.

6. Misconduct

An employee shall not engage in misconduct; which means discourteous service, horseplay or dangerous activities on County property, gambling while on duty, and exhibiting hostile behavior toward the public, fellow staff or executive.

7. Insubordination

Insubordination shall include refusal to carry out proper orders or instructions given by a supervisor.

8. Misuse of Leave and Unsatisfactory Attendance

Misuse of leave shall include abuse of sick leave and family illness. Unsatisfactory attendance shall include unexplained absences and chronic or continual lateness.

9. Theft and/or Dishonesty

Theft shall include taking County or other employee's property, be it money equipment or supplies. Dishonesty shall include falsifying records for any reason.

10. Consumption of Intoxicating Drugs and Alcohol

The consumption of intoxicating drugs or alcohol is not allowed prior to reporting for duty, while on duty or even when absent from County premises or work sites during working hours, such as during meal breaks or leave to attend to County business. The use of drugs on the worksite is prohibited without written clearance from a physician stating that the drug will not impair the employee's ability to work safely.

11. Sexual Harassment - See separate Sexual Harassment Policy.

12. Disclosure of Criminal Charges

If an employee is charged with an offence [under the Criminal Code of Canada and/or the Controlled Drugs & Substances Act] arising from the employee's conduct while on duty and/or off duty, the employee shall immediately report such charge to the CAO who may request clarifying information from the employee to determine if the information disclosed creates an impact on the employee's ability to perform their role within the County.

13. Driver's Abstract and Offences – See separate Driving Record Policy

14. Personal Phone Calls & Visiting

Personal telephone calls are to be very brief and limited to urgency only. Lengthy chatting and visiting during working hours is not permitted and should be only done during coffee breaks. Employees are not to be placing personal long distance calls and making personal use of the County's cellular phones.