

POLICY: Human Resources– 01-2024	Subject: Employee Code of Conduct
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Policy Statement:

The Code of Conduct supports Council values of accountability, dedication, honesty, integrity, respect and teamwork. Employees are accountable to the Township, Council and residents of Bonfield and are responsible for the assets entrusted to them. Employees must demonstrate the highest standards of ethical, business and personal behaviour.

Purpose: This Code of Conduct outlines the Township's expectations regarding employee conduct and behaviour.

The Code does not answer every question that may arise. It is designed to promote ethical decision making and behaviour and to make employees think about how ethics and integrity must guide them.

Employee Responsibilities:

It is only through the commitment of Township employees that the Township is able to provide quality service and maintain public trust. To keep this confidence and trust, town employees must be above reproach in their professional dealings.

Employees shall,

- Adhere to the standard of behaviour outlined in this Policy
- Review the policy annually
- Seek clarification from their supervisor if uncertain about any information
- Sign a document acknowledging they have read and understand the Code of Conduct, and they agree to comply with its provisions.

Management shall,

- Promote an environment in which employees demonstrate standards of ethical and professional behaviour
- Take appropriate steps to ensure employees are aware of and act in compliance with this Code
- Deal with any allegations of Code violations in a fair manner
- Investigate any allegation of a violation in a timely manner upon receiving a verbal or signed allegation in writing.

Ethical behaviour is about asking the right questions:

Am I putting my own interest before the Township's?

Would I make this decision if my supervisor, public or media were watching me?

would I be embarrassed if my decision or actions were on the front page of the newspaper?

Would I make this decision if this were my own business?

Will I owe someone a favour if I did this?

Would I be offered this, if I weren't an employee of the Township?

Could my actions or decisions be considered negative, derogatory or taken as criticism of the Town, Council or a fellow employee.



## BONFIELD TOWNSHIP

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### CODE of CONDUCT:

1. Employees will at all times promote the goals, objectives, and policies of the Township of Bonfield. Employees shall act honestly, respectfully and with integrity. Employees shall practice teamwork and behave in such a way as to promote the success of the Township of Bonfield.
2. Employees shall at all times act as ambassadors for the Township and shall uphold actions and decisions of Council and Administration in a positive manner. This does not prevent an employee from communicating a personal opinion but they must identify that they are not speaking on behalf of the Township.
3. Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work.
4. Employees will disclose in writing to their Department Head any business, commercial, or financial interest where such interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment.
5. Employees will not engage in any activity, business, dealing, or transaction or have a financial or other personal interest, which is in conflict with the discharge of their official duties.
6. Employees shall not knowingly participate in any decision or promotion or make any recommendation, in which they or their family has any financial interest, except as a resident of the Municipality.
7. Employees may not knowingly sell goods, materials, or services to the Township of Bonfield without the express permission of the Chief Administrative Officer. Employees will be responsible to provide any such activity to the CAO in writing prior to any actions.
8. Employees will ensure, in the performance of official duties, equality of treatment to all persons and, without restricting the generality of the foregoing, shall refrain from according preferential treatment to any person, group, or organization. Likewise, no employee shall disadvantage any person, group or organization.
9. Employees will not place themselves in a position where they could derive any benefit or gain from any contracts, persons, groups, companies, or organizations with which the Township of Bonfield does business.
10. All Township of Bonfield employees in the course of their assigned duties are disallowed from physical or verbal abuse towards employers, fellow employees and members of the general public.



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11. Employees will not use the Township of Bonfield's property or equipment for activities or purposes not associated with the discharge of official duties. Minor uses of Township resources such as photocopies and telephone may be permitted as long as it is occasional and not abused. If definition of minor is in question employee shall consult with their supervisor.
12. Employees may use personal electronic devices such as ipads or ear buds (in one ear only) while working, for the purpose of listening to soft music only. This is permitted in non-public area and shall not disturb co-workers.
13. Employees shall dress in a manner to show courtesy to their co-workers by ensuring their choices are professional, presentable and appropriately consistent with the nature of their work. Maintaining a professional, business like appearance is very important to the success of the Township.
14. Employees will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business or dealings or has business or dealings with the Township of Bonfield, a nominal gift, benefit, favour, discount, hospitality, or gratuity for personal benefit.