

Employee Code of Conduct

Handbook & Guide

FLOWER CITY



BRAMPTON.CA



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Introduction

This document provides City of Brampton employees with a summary version of the Employee Code of Conduct.

A full copy of the Employee Code of Conduct can be obtained from the Terms and Conditions Section of the City's Corporate Policies, located on the Brampton Intranet (known as BIC), or from your Human Resource Advisor.

The Code of Conduct applies to all employees of the City of Brampton.

Policy Statement

Employees of the Corporation of the City of Brampton are expected to maintain a high standard of personal and professional competence, integrity, and impartiality. As public servants, employees must also maintain the public's trust.

Employees shall have no direct or indirect personal interest in a business or transaction that would conflict with the proper conduct of their duties.

Employees, in the course of their duties, are not to take any action that they know, or reasonably should know, violates any applicable law or legislation.

Employees will abide by the City's Corporate Values, and policies and procedures.

Purpose of Policy

The purpose of this policy is to provide guidelines for employees, which serves to help him or her uphold the integrity and impartiality of the City's operations.

Further, it guides employees to act, and be seen to act, in the interest of the City and not for personal gain, while maintaining a high standard of ethical, moral, and legal conduct.



Why Do We Have a Code of Conduct?

- Explains expected rules of behaviour;
- States values;
- Provides guidance and recommends action so that all employees know exactly what is expected of them;
- Creates an environment that encourages a standard of behaviour;
- Lessens confusion;
- Promotes equality within the workplace.

Policy Procedures

1. Employee Conduct Guidelines

A. Conflict of Interest

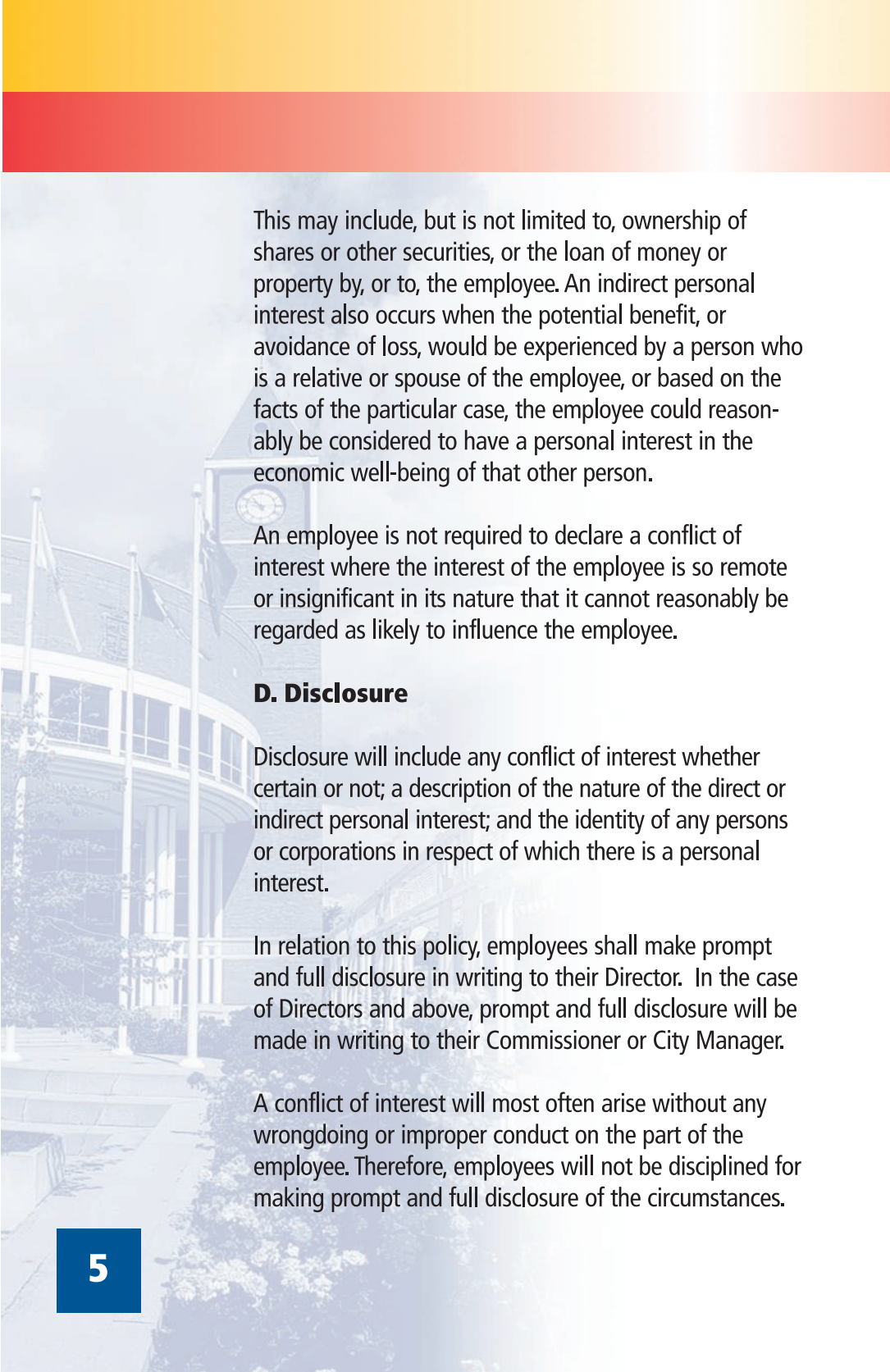
A conflict of interest occurs when, in the course of his or her duties, an employee is called upon to deal with any matter which he or she has a direct or indirect personal interest, whether or not the employee acts or intends to act in a way which is inconsistent with the interests of the City.

B. Direct Personal Interest

A direct personal interest is a non work-related interest through which the employee may derive an economic benefit or avoid an economic loss. No goods and/or services shall be purchased from an employee, unless approved by the Commissioner up to an annual amount of \$500.00.

C. Indirect Personal Interest

An indirect personal interest arises where the potential economic benefit or avoidance of economic loss, would be experienced by another person or corporation having a financial relationship with the employee.



This may include, but is not limited to, ownership of shares or other securities, or the loan of money or property by, or to, the employee. An indirect personal interest also occurs when the potential benefit, or avoidance of loss, would be experienced by a person who is a relative or spouse of the employee, or based on the facts of the particular case, the employee could reasonably be considered to have a personal interest in the economic well-being of that other person.

An employee is not required to declare a conflict of interest where the interest of the employee is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the employee.

D. Disclosure

Disclosure will include any conflict of interest whether certain or not; a description of the nature of the direct or indirect personal interest; and the identity of any persons or corporations in respect of which there is a personal interest.

In relation to this policy, employees shall make prompt and full disclosure in writing to their Director. In the case of Directors and above, prompt and full disclosure will be made in writing to their Commissioner or City Manager.

A conflict of interest will most often arise without any wrongdoing or improper conduct on the part of the employee. Therefore, employees will not be disciplined for making prompt and full disclosure of the circumstances.

E. Breach of Trust

An employee who, in the course of his or her duties, seeks to advance a direct or indirect personal interest commits a breach of trust. A breach of trust would include:

- i. Influencing or attempting to influence the City to contract with a person, partnership or corporation for any purpose in which the employee has an interest;
- ii. Accepting from any person or corporation any profit, commission or other payment or favour in the way of price or other advantage where the person or corporation has had, has presently, or may reasonably have contact with the City, or is seeking any decision, act, advise, comment, endorsement from the City.
- iii. Accepting for any person or corporation any share of profit, commission or other payment or favour in way of price or other advantage in exchange for referral of third parties to any such person or corporation.

F. Gifts and Benefits

We will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, where it may reasonably be perceived to be in exchange for special treatment. ***Please see Appendix A for further guidance.***



2. Treatment of Information

A. Contact with Media and the Public

Employees shall treat each contact with the public with diplomacy, tact, and objectivity, and shall recognize that such contacts affect the City's public image.

B. Confidentiality of Information

Except where required by law, employees must not disclose, or use for personal advantage, confidential information to which they have access.

C. Ownership of Intellectual Property

All inventions, products, processes and ideas that an employee has developed as part of their job duties belong to the City.



3. Drug and Alcohol Use

All employees will abide by applicable laws, and departmental regulations governing the possession or use of alcohol and drugs.

Employees shall not distribute, possess, consume, or use illegal drugs on any work sites occupied by the City or in any City vehicle or other equipment at any time. No employee shall use or consume illegal drugs during working hours including meal and coffee breaks, whether or not they are on City property.

Employees who are required to take prescription drugs shall do so only as directed by their physician. Employees shall inform their supervisor if the use of prescription drugs impairs their ability to perform their work.

No employee shall distribute, possess or use alcohol on any work sites occupied by the City or any City vehicle or other equipment except in the following circumstances:

- a.** The employee is required to possess or distribute alcohol as part of his or her duties at a licensed event or work site. Such employees shall not consume or use alcohol during working hours.
- b.** The Consumption of alcohol is approved in advance by management as part of a social event or other occasion to which an employee is invited. Employees in attendance at social events where alcohol is served shall limit their consumption to avoid becoming impaired. For the purposes of this exception, management shall include the City Manager or designate.

4. Harassment

The City will provide all employees with a work environment that is free from any form of discrimination or harassment in accordance with the Human Rights Code (HRC).

Every complaint of harassment will be treated as a serious matter and harassment will not be tolerated.

Harassment is a misconduct that can present itself in many forms including, but not limited to, unsolicited remarks made deliberately or repeatedly; questions; suggestions; or decisions, based on prohibited grounds of discrimination as outlined in the HRC as amended from time to time.

The prohibited grounds covered under the HRC are: sex (includes pregnancy); race; religion/creed; ethnic origin (language or dialect spoken); colour; disability/handicap; age (between 18 and 65 years); ancestry; place of origin; citizenship; marital status; sexual orientation; family status (parent/child relationship); and record of offences.



5. Abiding by the Law

A. Business Principles and Practices

All business records, expense accounts, invoices, vouchers, bills, payroll and employee records, and other reports are to be prepared with care and honesty. Knowingly entering false or misleading entries or purposely omitting entries in the books and records of the City is strictly prohibited.

No transaction is to be concealed from management or the City's internal or external auditors. Satisfactory accounting and auditing procedures and controls must be maintained, and full compliance with statutory requirements regarding internal and external audit procedures is imperative.

B. Fraud

All employees of the City are responsible for immediately reporting suspected fraud, breach of trust and other forms of wrongdoing to their Commissioners, City Solicitor or City Manager. Appropriate protection for the confidentiality of such information will be observed.

All suspected wrongdoing will be investigated fully, and all persons accused or suspected of wrongdoing will be treated fairly. All employees are required to co-operate fully with law enforcement and regulatory officials.



6. Use of City Property

Employees shall not make use of any property of the City for their personal benefit, gain or enjoyment, other than property specifically provided by the City for such use as a benefit of employment.

Employees shall only use the City's property, equipment, supplies, and services for activities associated with the discharge of their duties, unless proper authorization has been granted.

7. Compliance and Interpretation

As a condition of employment with the City, employees are expected to comply with the City's Code of Conduct and related City policies and procedures. When in doubt, employees have the responsibility to seek clarification from their Supervisor, Human Resources, or City Solicitor.

Violations of the City's Code of Conduct will be grounds for disciplinary action up to, and including discharge and legal prosecution.



Policy Administration and Contact

The City of Brampton's Human Resources Division administers this policy. This division is located at City Hall.

The City Hall municipal address is:

**City of Brampton
City Hall
Human Resources Division
2 Wellington Street West
Brampton, Ontario L6Y 4R2**

Should you have any questions related to this policy, please contact your Human Resources Advisor, in the Human Resources Division.

You can reach the Human Resources Division at the following telephone numbers:

(905) 874-2546 or (905) 874-3377

As a reminder, a full description of the Employee Code of Conduct can be obtained from the City's Intranet called "BIC", or from your Human Resources Advisor.

Appendix A

Gifts and Benefits Guidelines

We will not accept or provide any gift, benefit or special favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

Reality Check

In the course of any day to day business, we may be faced with situations that requires us to decide if it is acceptable to recieve gifts or benefits from 3rd parties. When in doubt, ask yourself the following questions:

- Will this result in a personal benefit to me or to a member of the public?
- Could a co-worker, outside party or media perceive this as unethical?
- Was the gift/benefit intended to influence my decision?

If you answered yes, you may be facing a conflict of interest. Any policy requires the use of personal judgement and interpretation. Seek clarification from your supervisor. The best measure for success is, "if in doubt, don't".

Frequently Asked Questions

Q: The City is in the process of awarding a contract and I am involved in the decision process. One of the bidders has offered to take me to a Leafs game. Can I accept the invitation?

A: No. The perception is that the bidder could be given special consideration or favours in return for the ticket(s).

Q: The City paid for me to attend a conference and I won a door prize. Can I accept it? Can I accept an honorarium?

A: You can accept the prize but, if the prize is of significant value, you should advise your supervisor. You are not permitted to accept a cash honorarium.

Q: I am helping to organize my department's annual golf tournament. Can I solicit local merchants for prizes?

A: Yes. You can solicit local merchants as long as:

1. The vendor is not involved in a tender process with the City during the "Blackout Period".
2. All prizes are used for the event.
3. All proceeds from the prizes are donated to a City charity.

Q: Should staff adhere to other professional codes?

A: Yes. At the minimum, adherence to other professional codes with higher standards should be followed.

What is Permitted?

- Attendance at events sanctioned by the Mayor or Council Member (e.g., sponsored charity events, on the public record)
- Staff attending an event at the invitation of the Mayor or Member of Council
- Golf and other sports entertainment on weekends, on personal time, when paid for by the employee
- Staff invited on field trip to see City related projects elsewhere. If hospitality is anticipated such as a meal, your supervisor shall evaluate and approve
- Supplier sponsored conferences/seminars within the GTA where a known training value is received and other organizations are similarly invited.
- Infrequent business lunches, except during the blackout periods defined in the Purchasing Policy
- Hospitality suites at conferences if its a general invitation to the conference attendees
- Large events with attendance by other organizations (e.g., Christmas parties)
- Incidental promotional items, eg; pens, pencils, mugs
- Fruit Baskets, Christmas Baskets if made as a common benefit, or raffled with proceeds to the United Way