

CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	1 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

1.0 Purpose:

The purpose of this policy is to set and maintain the standards for acceptable behaviour of all employees of the City of Humboldt.

2.0 Definitions:

3.0 Policy:

The policy statement supports the core policy objective that “municipal employees exhibit the highest standards of conduct”, and as such shall apply to all employees of the City of Humboldt; except all persons under the *Council Code of Conduct Policy*, which include those appointed to any board, committee or commission created by Council and members of Council. The employees of the City of Humboldt are in a fiduciary relationship to the public they serve; and as such, their conduct must instill confidence and trust and not bring the City of Humboldt into disrepute. The honesty and integrity of the organization demands the impartiality of employees in the conduct of their duties.

All City of Humboldt employees shall be aware of, and follow in principle, the standards of conduct outlined in the City of Humboldt *Standards of Conduct Policy* (subject to the provisions of applicable collective agreements, and all applicable legislation).

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards and to disclose outside activity/interest which may create a real or perceived Conflict of Interest may be subject to disciplinary action up to and including dismissal.

3.1 Loyalty

Municipal employees have a duty of loyalty to the City of Humboldt as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests while at work.

3.2 Confidentiality

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is

Policy Title:		Adopted By:	Policy Number:	
Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	2 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

confidential must ask the appropriate authority before disclosing, releasing, or transmitting it. The proper handling and protection of confidential information is applicable both within and outside of employment and continues to apply after the employment relationship ends. Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

3.3 Public Comments

City of Humboldt employees are not to speak in an official capacity on behalf of the City of Humboldt or publicly where this could be perceived as an official act or representation performed on behalf of the City of Humboldt (unless authorized to do so).

3.4 Service to the Public

City of Humboldt employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties. Further, all employees must, at all times, abide by the highest moral and ethical standards and avoid any conduct or illegal activity which could bring the City of Humboldt into disrepute or compromise the integrity of the organization.

3.5 Workplace Behaviour

The conduct of City of Humboldt employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief, or conviction of a criminal or summary offence unrelated to the individual’s employment.

The City of Humboldt has a responsibility and a duty to ensure the workplace is safe; and all employees may expect and have the responsibility to contribute to a safe workplace. Further, the consumption of alcohol and/or drugs on City premises, during or after working hours, is contradictory to this responsibility and duty. Employees shall be permitted to consume alcohol in City facilities during staff or City event functions which have received prior approval by the City Manager, or as a guest under a renter’s Special Occasion Permit (ie. Wedding, Broncos event, Curling event, etc.). Employees must report any safety hazard or unsafe condition or act.

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Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	3 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

3.6 Off-Duty Behaviour

The City has a right to regulate employees' off-duty behavior only as far as necessary to protect vital the City of Humboldt interests directly implicated by the conduct. The City has the right to discipline or discharge an employee for just cause, in accordance with the principles of the Collective Agreement, for off-duty behavior when the behavior:

1. Damages the City's reputation;
2. Renders the employee unable to do their job effectively;
3. Makes co-workers unwilling, unable or reluctant to work with the employee;
4. Is a serious breach of the Criminal Code; and/or
5. Makes it difficult for the City to properly carry out "its function of efficiently managing its works and efficiently directing its working forces.

3.7 Conflict of Interest

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities; or
 - the trust that the public places in the City of Humboldt.

Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor, or manager.

Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses City of Humboldt vehicles or assets for personal use outside the performance of their duties without proper authorization by a Department Head or City Manager;
- An employee uses City of Humboldt property or equipment (ie computer, cell phone, fax line, land line, etc.) or the employee's position, office, or organizational affiliation to pursue personal interests or the interests of another organization;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;

Policy Title:		Adopted By:	Policy Number:	
Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	4 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee’s employment;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a City of Humboldt transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- An employee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment in the City of Humboldt, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - prizes randomly drawn for at any City sanctioned event;
 - the normal presentation of gifts to persons participating in public functions; or
 - the normal exchange of gifts between friends.

The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- The benefit is of nominal value (ie. Under \$100);
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

In the event that an employee is in a potential real or perceived conflict, they are to complete the *Disclosure of Other Outside Activity/Interest Form* identified in Schedule “A”.

3.8 Allegations of Wrongdoing

Employees have a duty to report any situation that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated

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Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	5 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act).

Employees will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this policy statement.

3.9 Working Relationships

Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another.

For example, employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input, or decision-making power over the other employee’s performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters.

3.10 Outside Remunerative and Volunteer Work

Aside from their position with the City of Humboldt, employees may hold jobs outside employment, carry on a business, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as a City of Humboldt employee;
- bring the organization into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent City of Humboldt opinion or policy;
- involve the unauthorized use of work time or City of Humboldt premises, services, equipment, or supplies.

In the event that an employee is in a potential real or perceived conflict, they are to complete the *Disclosure of Other Outside Activity/Interest Form* identified in Schedule “A”.

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Standards of Conduct		Council	1130	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	Nov. 26, 2012	6 of 8	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		
City Council		January 28, 2013, New Format September 10, 2021		

Acknowledgement & Agreement I, _____, acknowledge that I have read and understand the **Standards of Conduct** of the City of Humboldt. Further, I agree to adhere to this policy and (if applicable) will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Employee Name: _____ Witness Name: _____
 Employee Signature: _____ Witness Signature: _____
 Date: _____ Date: _____

Schedule "A"
Approval for Outside Employment/Activity and/or Disclosure of Other Outside Activity/Interest which may Create a Real or Perceived Conflict of Interest

To seek approval to engage in outside employment and/or to disclose other outside activities/interests as required by the *Standards of Conduct Policy*:

- 1) Approval is suggested before engaging in outside employment.
- 2) This form should be completed by City of Humboldt employees prior to engaging in other activities/interests that may result or appear to result in a conflict of interest.

Type of Public Service Employment:

Name: _____
(please print)

Permanent Full-time:

Department: _____

Permanent Part-time:

Position: _____

Other:

1. (a) Type of outside employment/activity:

- i) Self-employment.
- ii) Employment/activity from which there is a monetary reward.
- iii) Employment/activity where a service or advice is provided and an honorarium is received.

(b) Type of other outside activity/interest which may create a real or perceived conflict:

- i) Volunteer activity
- ii) Family ownership of private asset(s) or business interest
- iii) Other

2. Identify and explain the outside employment/activity/interest (including the location) identified in 1(a) and 1(b) above:

3. The outside employment/activity/interest identified in 1(a) and 1(b) above:

- (a) Interferes with the performance of my regular duties.
Yes No
- (b) Uses advantages derived from employment with the City of Humboldt.
Yes No
- (c) Involves the use of City of Humboldt premises, supplies, equipment, employees, etc.
Yes No
- (d) Is performed in a manner as to appear to be an official act or policy of the City of Humboldt.
Yes No
- (e) Is done during my normal working hours.
Yes No
- (f) May create a real or perceived conflict of interest.
Yes No

Explanation:

Signature of Employee

Date

4. Recommendation by Immediate Supervisor:

(a) Recommended (b) Not Recommended

Explanation:

Signature of Immediate Supervisor

Date

5. Recommendation of Department Head (or designate):

(a) Recommended (b) Not Recommended

Explanation:

Signature of Department Head (or designate)

Date