



DIRECTIVE A-HR03

Employee Code of Conduct

Prepared By: Human Resources
 Effective Date: January 3, 2012
 Previous Revision Date: March 10, 2011
 References: Procedures HR03-P1
 FOIP Act
 Function: Personnel

APPROVALS:

CAO (acting)

General Manager

Manager

LAS Endorsement

PURPOSE

The purpose of this policy is to establish the principles for appropriate conduct expected of all employees when performing their duties, or otherwise representing Parkland County

POLICY STATEMENT

Parkland County shall uphold that all employees must perform their duties in a manner that maintains and enhances public confidence and trust in the integrity and objectivity of the County. It is the obligation of each employee to ensure that the best interests of the County are not jeopardized, and that their professional conduct is ethical and above reproach at all times. The County is required to ensure the protection and appropriate use of all its resources and assets

Any actions that can be viewed as unethical or contrary to the interests of the County will not be tolerated, and disciplinary action may be taken by the County.

Parkland County will treat all reports of violations of this policy seriously and will ensure that they are dealt with quickly, confidentially, and fairly.

DEFINITIONS

1. "Assets" includes all property of Parkland County including equipment, financial assets, land, vehicles, material, computers, electronic mail, internet services, information, and work time.
2. "Confidential Information" includes engineering and technical know-how, processes, computer software and related documentation owned or marketed by the County or its clients, marketing strategies, customer requirements, customer lists, employees' compensation, methods of doing business, pending proposals or contracts, estimates prior to tender opening, unannounced services, research results, proposed acquisitions and divestitures, the financial affairs of the County, and other confidential business information which belongs to the County or its clients.
3. "Conflict of Interest" arises whenever an Employee's personal or professional activities negatively impact the best interests of Parkland County.
4. "Electioneering" means to work for the:
 - a. Election of a candidate or party in connection with any form of elected office; or
 - b. Promotion of a cause in connection with any issue.

5. "Employee" includes an individual employed by Parkland County, including those employed on a personal services contract, but not including elected officials.
6. "FOIP Act" means the Freedom of Information and Protection of Privacy Act, R.S.A 2000, c. F-25, as amended from time to time.
7. "Other Employment" is the performance of duties for another employer, including self-employment, or work for charitable or volunteer organizations, which results in receiving or being eligible to receive profit, the payment of compensation, or other benefit from that employer.
8. "Political Activity" includes activities to:
 - a. Raise and contribute money to campaigns with an aim to advance any individual's or group's interests, and
 - b. Campaign for an individual, group or furtherance of any issue

SCOPE

This policy applies to all employees of Parkland County.

MANAGEMENT RESPONSIBILITIES

Human Resources is to ensure all employees have acknowledged receipt of this policy. Human Resources will support the interpretation, investigation and monitor the use of this policy. All division general managers, department managers and supervisors are to ensure that employees are aware of, and act in compliance with, this policy. They will promote impartial and ethical practices and work conduct. They will ensure procedures are in place for reporting a violation and they are investigated confidentially and fairly.

STANDARDS

1. Employees must acknowledge receipt of the Employee Code of Conduct Policy and Procedures upon commencement of employment with Parkland County.
2. Employees shall use municipal Assets with care and economy.
3. Employees are expected to disclose all interests and relationships, which are actually or potentially in conflict with the interests of Parkland County, and shall not use Parkland County *offices* to engage or participate in activities that are of pecuniary interest.
4. Employees must retain all Confidential Information in the strictest confidence.
5. Employees must protect Personal Information that is collected, used and disclosed, in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be used only for the carrying out of municipal duties.
6. Political Activity and Electioneering is not permitted in the workplace.
7. Employees are expected to maintain a high standard of personal cleanliness and appearance, and dress in a manner that is appropriate to the nature of their work, site, and professional work environment of the County.
8. Parkland County employees are ambassadors for the municipality. As a result, employees have the responsibility to represent the municipality in a courteous and responsible manner at all times, including attendance at conferences, conventions and training sessions.
9. Any reporting of violations must be made in good faith.