



Hamlet of Fort Liard

PERSONNEL POLICY and PROCEDURES

Subject: CODE OF CONDUCT

PURPOSE

The Hamlet of Fort Liard ("Hamlet") seeks to uphold a standard of conduct in the workplace which is conducive to achieving the goals and objectives of the organization.

The purpose of the *Code of Conduct Policy* is to ensure that Hamlet employees adhere to the highest standards of professional conduct and integrity.

To ensure the Hamlets goal and objectives are met employees are required to uphold a high level of conduct and integrity. Management will ensure and take appropriate actions to ensure that employees not conducting themselves as expected are dealt with in an appropriate manner. The objective should be constructive and tend to correct rather than punish.

APPLICATION

This policy applies to all Hamlet employees.

Where there is any conflict between this policy and policies set forth in a statute of the territorial or federal government, territorial or federal statute shall supersede the provisions of this policy.

POLICY

1. The Hamlet will provide employees with guidelines for identifying potential conflicts of interest and breaches of trust.
2. The Hamlet will ensure that employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust;
3. The Hamlet will promote high standards of professional conduct and values among Hamlet employees.
4. By implementing this *Code of Conduct Policy*, the Hamlet intends to ensure that employees are aware of:
 - a) What constitutes a conflict of interest;
 - b) What constitutes a breach of trust; and,
 - c) The level of conduct and integrity which is expected of Hamlet employees.

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5. Every employee has the obligation to ensure compliance with the Code of Conduct Policy which is a condition of employment. Violation of this policy by an employee may constitute a cause for corrective action. Any reported violation of this policy will be subject to investigation by the Senior Administrative Officer (“SAO”). If an investigation finds an employee guilty of a breach the corrective action pursued against the employee shall be commensurate with the nature and severity of the violation.
 - **This policy is not intended to address every situation and represents general standards for all employees.**
 - **This policy supports but does not replace the use of good judgment.**

EMPLOYEE CONDUCT

Entrusted to uphold laws: Hamlet employees are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the by-laws of the Hamlet as well as all applicable federal and provincial laws. As public servants, they must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

Dedicated Service: All employees of the Hamlet should faithfully work towards delivering programs to address the needs of its citizens. In the course of their duty’s employees should strive to perform at a level which is expected of those who work in the public’s interest and be dedicated to providing quality services on a timely basis.

Perform within authority: Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full co-operation with other employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.

Use of Public Property: No employee shall request or permit the use of Hamlet-owned vehicles, equipment, materials, or property for personal convenience, political activities or profit, except where such privileges are granted to the general public or are authorized by the Senior Administrative Officer.

Obligations to Citizens: No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

Conflict of Interest: A conflict of interest exists where there is an actual or perceived incompatibility between an employee’s duties and responsibilities and the private interests of the employee or an immediate family member which can include but is not limited to pecuniary interest. No employee shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. Personal interest includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for Hamlet employees:

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Incompatible Employment: No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their official duties or would impair his/her independence of judgment or action in the performance of his/her official duties.

Disclosure of Confidential Information: No employee shall, without proper legal authorization, disclose confidential information concerning the property, governance, or affairs of the Hamlet; nor shall he/she use such information to advance the financial or personal interest of him/herself or others.

Gifts and Favours: In keeping with established private-public business practices, no employee shall show favoritism or bias toward any vendor, contractor, or others doing business with the Hamlet. Employees are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the Hamlet that would tend to influence them in the proper discharge of their official duties.

Contracts with the Hamlet: No employee of the Hamlet shall have any interest, direct or indirect, in any legal Hamlet contract issued by him/her or department of which they are a member, agent, or employee.

Use of Hamlet Internet Services: The Hamlet acknowledges the requirement of employees to have reasonable access to Hamlet phones, email and internet for personal reasons provided it does not negatively impact performance of their work responsibilities.

Public Statements: Employees are free to comment on public issues; however, they must not use their position with the Hamlet to lend weight to the public expression of their personal opinions. In making public statements, the employee must not jeopardize the impartial performance of their duties, release information that is generally not available to the public, or publicly criticize a policy or direction in which they are involved, unless they have obtained permission in advance from the SAO to make such a comment.

Political Activity: In engaging in political activities, employees must be able to maintain impartiality in relation to their duties and responsibilities. Employees are free to participate in political activities, including belonging to a political party, supporting a candidate for elected office and activities seeking elected office, as long as the political activities are clearly separated from activities related to employment

Forbidden Activities:

- a) Conducting private business or soliciting money for personal causes;
- b) Political activities;
- c) Making or delivering messages, transmitting or downloading material that is discriminatory, defamatory, harassing, insulting, offensive pornographic or obscene;
- d) Accessing websites that support gambling, shopping or actions, investments or stock trading, gambling theft or drugs;
- e) Use of language that is objectionable; and,
- f) Misrepresenting oneself or the Hamlet.

PROCEDURES

6. The SAO will review, consider or take other action concerning any violation of the Code of Conduct Policy in accordance with the Processive Discipline Policy.
7. The SAO will implement and administer the Code of Conduct Policy.
8. The SAO will promote the ethical standards expressed within the Code of Conduct Policy.

REPEAL

9. This policy is effective January 24, 2020 and the Code of Conduct Policy and amendments prior to this date are repealed.

This policy shall not be interpreted to contradict or violate a statute or regulation of the Federal or NWT Governments or the Hamlet Employment Bylaw.

The Hamlet Council will regularly review this policy and make any amendments considered appropriate.

Approved Motion: 2020-17