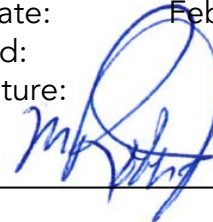


Code of Conduct

Effective Date: February 26, 2014
Last Revised: July 6, 2021
CAO Signature:



Policy Statement

1. Employment in the public sector carries with it a special obligation of trust and responsibility. This code of conduct and conflict of interest policy is meant to assist all employees in understanding and meeting this obligation. It is not intended to provide specifics for every circumstance.

Purpose

2. City of Pitt Meadows employees have a responsibility not merely to comply with the law (including BC Human Rights Code, City By-laws, associated regulations and City policies, directives and guidelines) but also to ensure that their conduct will pass public scrutiny. Failure to meet these requirements is considered to be a serious breach of the employee's obligation to the City, which may lead to disciplinary action against the employee.

Scope

3. This policy applies to all City of Pitt Meadows employees.

Exclusions

4. None identified.

Policy

5. **Code of Conduct**
(a) **Professionalism**

All employees and contractors are required to:



- (i) Carry out their responsibilities in a professional and competent manner.
- (ii) Continually strive to improve their knowledge, competence, skills, and professional ability.
- (iii) Be aware of, and abide by, the British Columbia Human Rights Code.
- (iv) Not engage in any action, conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- (v) Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- (vi) Approach organization and operational duties with a positive attitude and constructively support open communication, creativity and dedication to high standards.
- (vii) Not make any public comments that denigrate, disparage, or are disrespectful of the City of Pitt Meadows, employees, and elected officials, and refrain from making negative comments about the credibility of the City of Pitt Meadows, employees, and elected officials.
- (viii) Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

(b) Ethical Responsibility

Applicable to all employees and contractors:

- i. Conduct oneself with integrity and professionalism.
- ii. Serve the public with respect, concern, courtesy and promptness.
- iii. Carry out their responsibilities with impartiality and equality of service to customers.

- iv. Not use confidential information for their personal gain, or discuss matters being dealt with by the board or council at in-camera meetings.
- v. Declare any interest or indirect interest which might create a conflict of interest, or a perceived conflict of interest.
- vi. Not make unauthorized use of work time, equipment, or facilities of the employer for personal or private purposes, pursuits, or gain.
- vii. Not conduct themselves in any way which is likely to affect their judgment, or their ability to perform their duties, or prejudice the image of integrity, professionalism, or the reputation of the City of Pitt Meadows.

(c) Conflict of Interest

(i) Supplying the City of Pitt Meadows

Unless approved in advance by senior management, employees may not be suppliers to the City, represent a supplier to the City, work for a supplier to the City or be a member of its board of directors while employed by the City. Employees may not accept money or benefits of any kind for any advice or services provided to a supplier in connection with its business with the City.

The City of Pitt Meadows approval processes are designed to help the City protect its assets and maintain appropriate controls to run its business effectively, when dealing with clients, business partners, suppliers, or other third parties. Within these processes, authority for pricing, contract terms and conditions and other actions may have been delegated to certain functions and to line management. Making business commitments outside City processes, delegation limits or without appropriate approvals, through side deals or otherwise, is not permitted and may be the subject of disciplinary action by the City.

Modifications of pricing, contract or service terms, must be approved by the appropriate level of management. Employees are not permitted to make any oral or written commitments that create a new agreement or that modify an existing agreement with a third party without approval, consistent with delegation levels.

(ii) **Community Service**

The City encourages employees to take part in community activities. Such involvement must not place the employee in a real or perceived conflict of interest situation. Prior to beginning involved in such activities, particularly as a member of a community board or external committee, employees should seek direction from Human Resources as to whether such involvement may place them in a conflict of interest.

(iii) **Political Activities**

Employees engaged in political activities must ensure that they are acting in their individual capacity and not as employees of the City. Employees must ensure that their political activities do not call into question their ability to perform their employment duties in a professional and impartial manner or suggest that their activities are guided by knowledge obtained as a result of their employment. Employees may participate in political activities at the federal, provincial, and city levels providing such activity does not take place during work hours or utilize City assets, resources or property.

Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees on City work sites, on City property or displayed on their person while representing the City in the course of their employment.

Any contact with government personnel, using your position at the City, for the purpose of influencing legislation or rule making, may be considered lobbying. To ensure public trust in the City,

employees must be, and appear to be, both personally impartial and free of political influence in the exercise of their official duties.

(iv) Contributions and Endorsements to Political Parties

The City of Pitt Meadows will not make contributions, payments or otherwise give any endorsement or support which would be considered a contribution, directly or indirectly, to political parties or candidates, including through intermediary organizations, such as political action committees, campaign funds, or trade or industry associations. More specifically, the City of Pitt Meadows will not purchase tickets, pay fees, or reimburse expenses for any event where any portion of the funds will be used for election campaigns. Employees may not make any political contribution as an employee of the City, nor seek reimbursement from the City of any personal contributions made.

Employees are not to perform any election work for any candidate during work time or use of City assets for those purposes.

Employees who wish to become a candidate in any election will be required to take unpaid leave, in accordance with the provisions of this Policy or the applicable Collective Agreement.

(v) Family/Personal Relationships

As a public sector employer responsible for providing a variety of programs and services to the Pitt Meadows community, City employees must ensure that their personal lives and their official duties co-exist independent of each other.

The integrity of the City as an impartial public service provider may be jeopardized when an employee's personal relationship with a resident or business associate appears to be the reason that the person is in receipt of the City service or the program. These types of misperceptions can arise in a variety of scenarios, for example:

- A street is cleared because of their relationship with someone who lives on it.

- Tickets are waived because they are a friend or relative of a staff member.

Should any of these types of personal relationships arise, the employee involved is required to disclose this perceived conflict of interest to their supervisor, who will then address the matter accordingly.

(vi) **Council Interactions**

Staff must seek the advice and approval of their Director prior to responding to or actioning a direct request from Council officials.

Staff are to provide information and professional advice through regular City processes and are not to lobby Council members on any matter relating to the administration of City services or business, or any matters relating to their own employment.

Directors and managers are to be equally helpful to all members of Council, and should avoid close alliance, or the appearance of close alliance, with any particular member. Information and advice is to be provided as requested, within the limitations of this document.

Significant information provided to any member of Council, which is likely to be used in Council or in political debate, should also be provided to all other Council Members, and to the City Manager.

(vii) **Other Employment**

Employees with outside business interests or employment shall advise their manager. The manager will review the situation on its own merits and draw any concerns or potential conflicts with this policy to the attention of the Director of Human Resources and the Chief Administrative Officer.

Staff must ensure that any external activities for remuneration, whether employment or otherwise do not negatively affect the employee's ability to perform their duties nor create an actual or

perceived conflict of interest. Such activities must comply with the following guidelines:

- Employees must act in the best interests of the City and the taxpayer. Responsibility to avoid actual or perceived conflict of interest lies with the individual employee.
- Employees shall not engage in any business in which the employee has an advantage, or appears to have an advantage, derived from their employment at the City.
- Employees shall not engage in any business activity or have a financial or other personal interest that is incompatible with the employee's official duties.
- External business activities must not compete with City services.
- Outside activities must not interfere with the efficient performance of City duties or conflict with their City hours of work.
- Employees shall not use the City's time or resources (e.g. photocopiers, computers, e-mail, internet, cell phones, pages, vehicles, etc.) for the benefit of their second job.

(viii) Gifts and Entertainment

Employees must make workplace decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favours, hospitality or entertainment. The public's perception of the integrity of the City and its employees is of great importance. Employees must avoid the real or perceived appearance of impropriety with organizations or individuals with whom they deal or have a potential to deal. Employees shall not accept or offer gifts, hospitality or other benefits that could be construed as being given in anticipation of future special considerations or recognition of past consideration by the City. Employees shall not accept, directly or indirectly, any entertainment, cultural, social, charitable, political, recreational,

sporting events, hospitality or other benefits that are offered at the expense of a person, persons, groups or organizations.

(ix) **Receiving Gifts, Amenities and Referral Fees**

Gifts are items or services of value that are received for personal use. Gifts include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewelry and other miscellaneous merchandise, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, or entertainment.

Neither you nor any member of your family may, directly or through others, solicit or accept from anyone money, a gift, or any amenity that could influence or could reasonably give the appearance of influencing the City's business relationship with that person or organization. If you or your family members receive a gift (including money), even if the gift was unsolicited, you must notify your manager who will make arrangements to have the item used as a charity fundraiser by raffling the item off.

Unless you have been informed otherwise, you may accept the following:

- Promotional premiums and discounts offered by transportation companies, hotels, auto rental agencies and restaurants, if based upon bonus programs for individuals and offered to travellers generally
- A gift of nominal value, such as an advertising novelty or meal, when it is customarily offered to others having a similar relationship with that person or organization (examples include coffee, hats, pens, coffee mugs and other usual promotion items of nominal value).

Similarly, when authorized by the City of Pitt Meadows, you may refer clients and others to third parties but you may not accept any fee, commission or anything in compensation for this referral.

(x) **Giving Gifts, Amenities and Other Value**

You may not, directly or through others, offer or give any money or gift of value to an executive, official, employee or representative of any client, supplier, other organization, if doing so could influence or could reasonably give the appearance of influencing the organization's relationship with City of Pitt Meadows.

You may give a gift of nominal value, such as a City of Pitt Meadows advertising novelty, if it is not prohibited by law or the organization's known business practices.

6. **Definitions**

In this policy,

- (a) **Staff** means an employee or contract employee of the City of Pitt Meadows.
- (b) **Confidential Information** means information that could reasonably harm the interests of individuals or organizations, including the City of Pitt Meadows, if disclosed to persons who are not authorized to access the information.
- (c) **Political activity** means carrying on any activity in support of, within, or in opposition to a political party; carrying on any activity in support of or in opposition to a candidate before or during an election period, or seeking nomination as or being a candidate in an election before or during the election period.

7. **Prohibitions**

- (a) None identified.

8. **Procedures and Guidelines**

If you know of, or have good reason to suspect, a breach of this policy:

- (a) Discuss it with your Supervisor and seek direction on the matter;
- (b) If the issue is still not clarified or settled, report it, in writing, to either your Department Head or the Director of Human Resources;



- (c) Let your union shop steward(s) know.
- (d) Alleged breaches will be reviewed by the Director of Human Resources and/or department directors and Chief Administrative Officer, as appropriate, who will conduct necessary inquiries and determine appropriate action.

Non-Retaliation – The City will promptly review any reports of breaches of this policy, and will not tolerate threats or acts of retaliation against individuals for making such reports.

Related Policies

- 9. Other related policies include:
 - (a) Information Technology Usage Policy A009
 - (b) Records Management Policy A014
 - (c) Social Media Use C074
 - (d) Whistleblower Policy A039
 - (e) Respectful Workplace A056
 - (f) Collective and other Employment Agreements
 - (g) BC Human Rights Code