



Human Resources

Title: Employee Code of Conduct Policy	Policy Number: HR-01
Authority: Resolution 2026-213 - July 21, 2026 Council Minutes	Next Review: April 2029

Purpose:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

Principles:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our bylaws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

Confidentiality:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired during his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:



- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

Duties of Employees:

Duties of Staff are prescribed in the current job descriptions provided to employees as adopted by Council through resolution or bylaw pertaining to each specific role. Employees are expected to conduct themselves in such a way that job performance does not suffer.

Employees that have regular duties that require the holding of a valid Class 5 Saskatchewan Driver's License in the performance of said duties, may be suspended and/or dismissed if driving privileges are revoked.

Procedures:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or
 - the supervisor must immediately advise the Administrator.
- council or the Personnel Committee in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

Use of Influence:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence the decision of another person so as to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.



In Case of Suspension:

Upon recommendation of the direct supervisor, the Administrator (or if the employee is the Administrator, then the Mayor) may suspend any employee that he/she believes has exercised inappropriate conduct by breaching any provision of this policy.

Should the employee appeal the suspension, the appeal shall be made, in writing to the Mayor. The Mayor will convene a meeting of Council within ten (10) days of the date of the appeal to investigate any suspension. The employee under suspension will have the opportunity to participate in the meeting.

Alternatively, the Mayor and one (1) other Council member may meet with the employee to investigate the circumstances surrounding the suspension within the same ten (10) days.

Thereafter, at a duly convened meeting of Council, the Council will determine an appropriate course of action. The course of action may be one of the following:

1. Reinstatement without conditions
2. Reinstatement with conditions
3. Dismissal/just cause dismissal
 - a. Dismissal is the unexpected loss of employment initiated by the Town, excluding dismissal for just cause. Dismissal may occur when an employee's behavior is inappropriate or inconsistent with acceptable standards of the Town of Carrot River.
 - b. Just cause dismissal includes any act by an employee that could seriously affect or compromise the operation, reputation, or management of the Town of Carrot River. These include, but are not limited to: fraud, dishonesty, forgery, theft, loss of fidelity bond, loss of Driver's license where required to perform duties, refusal to meet reasonable expectations or conditions of employment, insubordination or continuous absenteeism.