

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-15
<b>POLICY:</b> Code of Ethical Conduct			
<b>DATE:</b> OCT03/91	<b>REV. DATE:</b> FEB/07	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

**BACKGROUND:**

The County of Renfrew has undertaken the task of updating its Code of Ethics/Conflict of Interest Policy in order to both promote professionalism and to ensure that the relationship of trust that exists between staff and the public remains an integral part of local government in Ontario. Since its inception, local government has been understood to be an open, accessible and accountable form of government.

The purpose of this Policy is to educate municipal employees about standards of ethical conduct as they apply to municipal employees. This policy embodies the basic principles of honesty, impartiality and common sense and recognizes that a municipal employee has a responsibility to uphold these principles.

The proper operation of a municipal government requires that employees be independent, impartial, and responsible to the citizens; that their positions not be used for personal gain and that the public have confidence in the integrity of municipal employees.

**POLICY STATEMENT:**

All employees of the County of Renfrew will adhere to the Code of Ethical Conduct and Conflict of Interest Guidelines to ensure that there is no conflict between their personal interests and official duties. Failure to comply with any of these procedures may expose an employee to disciplinary action and/or action through the Courts.

**PROCEDURE:**

1. Employees will promote the goals, objectives, and policies of the County of Renfrew.
2. The County expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances of their position within the County of Renfrew.
3. Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work.
4. Employees will disclose in writing to their Department Head any business, commercial, or

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financial interest where such interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment.

5. Employees will not engage in any business, dealing, or transaction or have a financial or other personal interest, which is in conflict with the discharge of their official duties.
6. Employees shall not knowingly participate in any decision or promotion or make any recommendation, in which they or their family has any financial interest, except as a resident of the Municipality.
7. Employees may not knowingly sell goods, materials, or services to the County without the express permission of the Chief Administrative Officer/Clerk.
8. Employees will ensure, in the performance of official duties, equality of treatment to all persons and, without restricting the generality of the foregoing, shall refrain from according preferential treatment to any person, group, or organization.
9. Employees will not place themselves in a position where they could derive any benefit or gain from any County contracts, persons, groups, companies, or organizations with which the County does business.
10. All County of Renfrew employees in the course of their assigned duties are disallowed from physical or verbal abuse towards fellow employees and members of the general public.
11. No employee is allowed to actively campaign, solicit or promote any political candidate at the municipal, provincial or federal levels of government in the course of their regularly scheduled duties during the workday. Any political activity must occur outside of regularly scheduled hours for all county employees.
12. An employee seeking the nomination or candidacy of any elected provincial or federal political office must request an unpaid leave of absence from the time of declaration of intent until the cessation of the political candidacy.

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- 13. County employees may run for and serve in municipal elected offices provided no conflict of interest exists between the elected office and the employee’s responsibility to the County. Employees will disclose in writing to the Chief Administrative Officer/Clerk their intent to seek the role of elected official on a municipal government.
- 14. Employees will disclose in writing to the Chief Administrative Officer/Clerk their intent to seek appointment to an Advisory Board or any other appointed Governmental Board.
- 15. County of Renfrew employees are obligated to report to their Department Head alleged breaches of conflict of interest committed by fellow County of Renfrew employees.
- 16. Employees will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties.
- 17. Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere with the performance of their duties as a County employee, without the prior approval of their Department Head and the Chief Administrative Officer/Clerk.
- 18. Employees will not, except as specifically provided by policy and with Department Head approval, use County property or equipment for activities or purposes not associated with the discharge of official duties.
- 19. Employees will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business or dealings or has business or dealings with the County, a nominal gift, benefit, favour, discount, hospitality, or gratuity for personal benefit.