

## **RESORT VILLAGE OF LUMSDEN BEACH (RVLB)**

### **POLICY NO. 2 - 2022**

#### **TO ESTABLISH AN EMPLOYEE CODE OF CONDUCT**

##### **PRINCIPLES:**

RVLB 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 RVLB in their dealings with persons doing or seeking to do business with the RVLB.

RVLB employees must not engage in any conduct or activity that contravenes RVLB by-laws, policies or any law in force in Saskatchewan which might:

- Detrimentially affect RVLB'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 RVLB's ability to efficiently manage and direct its operations.

##### **PURPOSE:**

This Code of Conduct is intended to:

- Provide an understanding of the fundamental rights, privileges and obligations of RVLB employees;
- Protect the public interest;
- Promote high ethical standards among RVLB employees;
- Provide a means for RVLB 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.

##### **CONFIDENTIALITY:**

Every RVLB employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with RVLB. 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.

##### **USE OF INFLUENCE:**

RVLB 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 a 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.

**PROCEDURES:**

RVLB employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the RVLB's Administrator or Clerk 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 the Administrator or Clerk disclosure would be to the Mayor. In the case of a Council member disclosure would be to the Administrator or Clerk.

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 and determine an appropriate course of action to address the actual or potential conflict. It may be necessary for the employee making the disclosure to withdraw from participation and/or decision-making respecting the matter where the conflict or potential conflict exists.

The employee's Supervisor or the Administrator or Council may choose from the following actions should the employee fail to disclose a conflict or potential conflict:

- Disciplinary letter;
- Employee training (ethics);
- Short term suspension;
- Long term suspension; or
- Termination