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| <b>Policy Title:</b>     | <b>Employee Code of Conduct</b> |
| <b>Policy Type:</b>      | <b>Human Resources</b>          |
| <b>Policy #:</b>         | <b>HR 02</b>                    |
| <b>Policy Authority:</b> | <b>Board</b>                    |
| <b>Effective Date:</b>   | <b>June 2023</b>                |

## **PURPOSE**

The Employee Code of Conduct provides a guideline for staff members of the Clarington Public Library, Museums and Archives (CPLMA) in carrying out their work assignments and their relationships with the public, volunteers, and other staff members. This includes conflicts of interest, security of CPLMA information, operation of personal vehicles to conduct CPLMA business, and to protect the integrity of the public service while allowing staff members to exercise their democratic rights, if they so choose.

The Employee Code of Conduct re-affirms the Board's commitment to integrity, objectivity, and professionalism in delivering services to the public.

## **DEFINITIONS**

**Personal vehicle** refers to a motorized vehicle as defined by the *Highway Traffic Act, R.S.O., 1990 c.*, which includes an automobile, a motorcycle and a motor assisted bicycle.

**Communication equipment** refers to a communication device or other prescribed device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages as defined by Bill 118 *Countering Distracted Driving and Promoting Green Transportation Act, 2009*.

## **CODE OF CONDUCT**

### **Disclosure:**

A staff member is required to be knowledgeable about this Employee Code of Conduct and to address any situation of non-compliance by themselves. A staff member shall make prompt and full disclosure in writing to their supervisor of any actual or potential breach of the code of conduct. Every effort will be made to protect the confidentiality of such information.

A staff member failing to disclose an actual or potential breach shall be subject to disciplinary action, up to and including termination.

**Conflict of Interest:**

A conflict of interest occurs when, in the course of a staff member's duties, a staff member is called upon to deal with a matter in which they have direct or indirect personal, financial and/or any other beneficial interest. A direct interest can occur when a staff member derive, or have been seen to derive, some financial or personal benefit or avoid financial or personal loss. An indirect interest shall arise when the potential benefit or loss would be experienced by another person or organization having a relationship with the staff member.

Any behaviour, which is, or could be perceived as, a conflict of interest is prohibited and is subject to disciplinary action, up to and including termination.

**Gifts:**

A staff member shall not accept or offer gifts, hospitality or other benefits that could place, or appear to place the staff member and/or the Board under any obligation to the donor.

**Media and Public Information:**

1. The official spokesperson for the CPLMA will include the Board Chair, the Board Vice-Chair, and the Chief Executive Officer, or their designate.
2. A staff member wishing to express a personal opinion on a matter of general interest shall make it clear that the comment is being made in their capacity as a private citizen and not as a representative of the CPLMA. A staff member shall ensure that the CPLMA is not compromised in anyway, for example, by the use of CPLMA letterhead, e-mail, social media platform and/or business cards.

**Outside Work**

A staff member shall not use the CPLMA time or resources for the benefit of their external activities.

A staff member shall not engage in any business activity that interferes or appears to interfere with a staff member's duties; that are incompatible with a staff member's official duties; that a staff member has an advantage or appears to have an advantage derived from employment with the CPLMA; that will or might appear to influence or affect the carrying out of CPLMA duties.

**Sale of Goods and Services**

A staff member shall not make a personal bid on the sale of CPLMA property except those disposed of at public auction.

A staff member shall not sell goods or services or have a direct or indirect interest in a company that sells goods or services to the Board.

A staff member shall not use the CPLMA buying power for personal benefit.

### **Security of CPLMA Information**

1. A staff member shall not release confidential CPLMA information without authorization.
2. All commercial, financial, or technical information belonging to the CPLMA supplied to the CPLMA by a third party, or information that has a monetary value to the CPLMA shall only be released with proper authorization and in accordance with relevant legislation.
3. Personal information controlled by the CPLMA shall only be used or disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
4. Upon termination of employment, a staff member shall not disclose information that could be detrimental to the CPLMA.
5. A staff member shall not benefit from the use of information acquired during the course of CPLMA duties that is not generally available to the public.

### **Use of CPLMA Property**

1. A staff member shall not make unauthorized or illegal use, or use outside a sanctioned CPLMA initiative, of any CPLMA property for any personal reasons.
2. A staff member must ensure that any property in their care as part of their job duties is property secured and protected at all times.
3. A staff member shall not sell, transfer, or in any way authorize the use of any intellectual property belonging to the CPLMA, without express authority.
4. The intellectual property rights in any work produced by a staff member in the course of employment with the CPLMA are the exclusive property of the CPLMA.
5. Upon termination of employment, a staff member will deliver to Human Resources property belonging to the CPLMA.

### **USE OF PERSONAL VEHICLES**

1. It is the responsibility of all staff members using a personal vehicle to conduct CPLMA business to ensure that they:
  - a. Are in possession of a valid Ontario Class “G” driver’s license;
  - b. Have valid vehicle insurance to operate within the province of Ontario; and
  - c. Acceptance of mileage compensation for using one’s personal vehicle to conduct CPLMA business is the staff member’s confirmation that they used their personal vehicle; they possess a valid Ontario driver’s license; and they have valid vehicle insurance.

2. It is the responsibility of the operator to promptly notify their immediate supervisor when any of the following occur:
  - a. Their driver's license has for any reason been revoked;
  - b. Their class of driver's license class has changed (upgraded or downgraded);
  - c. A medical condition has developed which may affect the ability to drive or operate a vehicle; and
  - d. A medical practitioner advises that the staff member may not operate a vehicle, either temporarily or permanently.
3. Staff members must adhere to all legislation regarding the operation of a motor vehicle under the *Highway Traffic Act R.S.O., 1990 c.*, and *Bill 118 Countering Distracted Driving and Promoting Green Transportation Act, 2009*. When using a personal vehicle to conduct CPLMA business they shall not operate handheld communication equipment at the same time when operating the motor vehicle. While driving, if they do not have a hands-free option on their communication equipment, and they must respond to an urgent call or message, they are required to pull over and stop the vehicle safely before returning or answering calls or messages. Otherwise, they are to wait until they reach their destination where they can return the call or message safely.
4. If a staff member is in an accident while driving and conducting CPLMA business, and if the accident is related to a violation of this policy, any resulting legal liability, fees, and fines will be solely the responsibility of the staff member.
5. Violation of this policy may result in disciplinary measures up to and including dismissal.

### **POLITICAL ACTIVITY**

1. Staff members are prohibited from conducting any political activity in the workplace. Such activities include, but are not limited to, the following:
  - a. Making phone calls or stuffing envelopes for a particular candidate;
  - b. Soliciting campaign contributions from subordinates, colleagues or persons/organizations having dealings with the local government;
  - c. Wearing campaign buttons or displaying other visible advertisements for one (1) or more candidate;
  - d. Making public endorsements of one or more candidates.
2. Where a staff member chooses to engage in political activity outside the workplace, they shall:
  - a. Not coerce, solicit or influence other staff members;
  - b. Not represent the CPLMA; and
  - c. Not prejudice or impair relationship between the Board and Administration.

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3. All buildings, facilities and properties under the ownership and operation of the Municipality shall not be used by any person, staff member, or otherwise for the display or distribution of political campaign materials, signage, etc.