



CODE OF CONDUCT

*Approved By: Committee of the Whole
Date of Approval: December 9, 2011*

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1. Integrity:

The affairs of the City of Charlottetown are to be conducted with complete integrity at all times. Integrity encompasses honesty, fairness, discretion, good judgement and accountability in all undertakings.

2. Competence:

Employees are expected to conduct their work in a conscientious, diligent and efficient manner. They should ensure that they are competent to undertake the tasks entrusted to them. Through continuing education and professional development they should strive to maintain their professional skills at the highest possible level.

3. Proprietary or Confidential Information:

3.1. Disclosure

Employees have a duty to hold in confidence all information concerning the affairs of the City of Charlottetown acquired in the course of their employment and must not disclose such information without the express consent of the CAO or as required by law.

These are some examples of information which must be held in confidence unless and until it is officially released by the City of Charlottetown:

- a) information concerning the status or progress of projects in which the City is involved;
- b) data concerning competitive quotations;
- c) prices the City paid or received for property, goods and services;
- d) salary, wage and benefit information;
- e) major changes in the City's organizational structure.

Although this principle does not apply to facts that are public knowledge, employees should avoid participating in or commenting upon speculation concerning City business.

All requests from the media for comments or information should be referred without comment to City senior management.

3.2. Use

Employees must not use their position or any confidential or proprietary information gained from employment to derive a benefit for themselves, their families, or others.

Employees have a duty not to appropriate to themselves or divert to others any business opportunity in which they know as a result of their employ with the City.

4. Insider and Other Trading:

Employees who through their employment acquire information that has not been publicly disclosed and could reasonably be expected to affect the value of securities of any other corporation or of any property must not for themselves, family, friends or others, on the basis of the undisclosed information, purchase or sell such securities or property or recommend that others do so.

5. Conflicts of Interest:

Employees must not, without adequate disclosure to and the consent of the City, participate or continue to participate in any business, financial or other relationship where there is or is likely to be a real, potential or apparent conflict of interest. A conflicting interest is one that would be likely to affect an employee's judgement or actions on behalf of or loyalty to the City.

Employees have a duty to act at all times with the utmost good faith in the best interests of their employer. Employees must guard against allowing their independent judgement to be influenced by self-interest or by the interest of persons closely related to or associated with them. Even the appearance of impropriety must be avoided.

The following are some examples of relationships likely to involve a conflict of interest:

- a) acting as a consultant to, or as an agent, representative or employee of a competitor, supplier, contractor or subcontractor of the City;
- b) deriving any remuneration such as commissions, share of profits or other benefit from any person or firm which does or seeks to do business with the City;
- c) ownership by the employee or a member of his or her immediate family of a financial interest in a supplier, contractor or subcontractor (other than non-material investment in publicly traded companies). "Immediate family" includes the employee, his or her spouse, their children and their parents, brothers, sisters, and any person living in the employee's home;
- d) acting as a director, officer or partner of a competitor, supplier, contractor or subcontractor;
- e) conducting business on behalf of the City with a supplier, contractor or subcontractor of which a member of the employee's immediate family is an employee, agent, director, officer or partner;
- f) accepting gratuities from a supplier or customer (except as permitted herein);
- g) using or communicating inside information for personal gain.

Any employee who believes that a conflict of interest exists or might exist should immediately stop the activity in question and disclose it at the earliest opportunity to the CAO of the City of Charlottetown who will determine if there is a conflict and whether or not the employee can resume that activity.

6. Outside Interest:

Employees who engage in another profession, business, occupation or other activity concurrently with their employment with the City must not allow those interests to interfere with their City job responsibilities or to compromise their professional integrity, independence or competence.

7. Gratuities:

Employees shall neither give nor receive gratuities designed or that may be perceived by others as designed to influence a business decision. Gratuities include gifts, services, favours, meals, pleasure or vacation trips, entertainment or anything else of value or benefit to the recipient.

Employees may give and accept meals, refreshments and entertainment if reasonable, provided in the proper course of business and not of such a nature that they might reasonably be perceived by others as improper inducements. Employees may give and accept advertising items and other minor gifts or favours that are customary in the proper course of business if unsolicited and of nominal value. The offer or acceptance of a gift in cash or cash equivalent in any amount is strictly prohibited.

Certain employees in particular should take special care to avoid any possible appearance of having offered or received an improper inducement. These include employees involved in:

- a) placing purchase orders with suppliers, contractors or subcontractors;
- b) selecting, recommending or approving suppliers;
- c) receiving, testing, inspection or quality assurance functions;
- d) evaluating vendor proposals, paying vendor invoices or collecting money from customers;
- e) the management of contracts or the settlement of disputes or claims.

8. Equal Opportunity:

The City is an equal opportunity employer. Municipal employees are expected to treat one another with dignity and respect, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or

in respect of which a record suspension has been ordered. All employees are to promote a fair and respectful work environment, free from discrimination and harassment.

9. Municipal Property and Interests:

Employees are trusted to exercise due care when using the property of the City and others and to observe all applicable laws and City policies respecting the protection of that property.

Employees are expected to respect City facilities, equipment and supplies, including computer time and software and long distance telephone service. Such property should not be used for other than City business without management approval.

Expense reports must be prepared honestly, accurately and completely and should only include proper expenditures incurred in performing City business.

Employees have a duty to protect the interests and reputation of the City of Charlottetown and to refrain from doing anything that would cause loss or damage to the City or attract adverse comment from others.

10. Security:

Every employee should be aware of and comply with all security procedures applicable to the secrecy, protection and handling of information and material produced or controlled by or in the possession of the City to which the employee has access.

Employees should act promptly to remedy any situation that might compromise the City's ability to safeguard the City or third party information.

11. Interpretation of this Code:

If any employee is unsure about whether something is prohibited or required by this Code, he or she should seek advice from senior management.

12. Reporting Violations:

Departures from proper conduct by an individual reflect adversely on the integrity of the City as a whole. Evidence of minor transgressions may, on investigation, reveal a more serious situation or indicate the beginning of a course of conduct that could lead to more serious violations in the future.

It is therefore proper for, and indeed an obligation of, Municipal employees to report violations of this Code to senior management. The identity of the person making the report will not be revealed except as required to investigate the matter as required by law. Any such report made in bad faith or with malice or ulterior motive will result in prompt and appropriate

disciplinary action. Any employee who retaliates against another for reporting a violation or suspected violation will be subject to disciplinary action.

13. Disciplinary Action:

Any violation of the principles contained in this Code or any conduct that reflects adversely on the City of Charlottetown or on the employee's integrity or professional competence may result in disciplinary action.

**EMPLOYEE CODE OF CONDUCT
ACKNOWLEDGEMENT FORM
NEXT PAGE**



**CODE OF CONDUCT
ACKNOWLEDGEMENT FORM**

I have read the City of Charlottetown "Code of Conduct" and I understand its provisions.

Name in Full (Please Print)

Title

Department

Signature

Date

ACKNOWLEDGEMENT RECEIVED BY:

Name in Full (Please Print)

Title

Department

Signature

Date

NOTE: After completion, this form is to be removed and forwarded to the Human Resources Department, to be placed in the employee's file.