

CITY OF CHARLOTTETOWN POLICY

EMPLOYEE CODE OF ETHICS AND CONFIDENTIALITY

Policy Number: P-HR-3

Originating Department: Human Resources

Approved By: City Council

Date of Approval: August 12, 2002

1.0 Policy Statement

Employees of the City of Charlottetown are to carry out their job functions in a manner that ensures public trust in their honesty, integrity, fairness and good faith. Private interests or outside employment must not provide the potential for a conflict of interest.

2.0 Scope

This policy is applicable to all employees of the City of Charlottetown, including permanent, seasonal, casual, project and on-the-job training personnel.

Police personnel are also to adhere to a Code of Discipline as outlined in the Police Department's Operations Manual, Section 5, Chapter 1. Where there is duplication between the Police Code of Discipline, as stated in their Operations Manual, and the City's Code of Ethics and Confidentiality, corrective disciplinary action shall be implemented according to the Police Code of Discipline.

3.0 Definitions

3.1 Conflict of Interest

A conflict of interest exists in any situation in which an employee attempts to promote a private or personal interest for themselves or some other person(s), which interferes with the objective exercise of their duties for the City of Charlottetown.

3.2 Private Interests

Private interests are all those aspects of an employee's activity outside those connected with official job duties. These include but are not limited to financial interests, paid and unpaid activities beyond the employee's duties, and relationships with third parties who may do business with the City.

3.3 Confidential Information

The term “Confidential” which means private and secret, includes information that is entrusted in confidence to employees or the corporation, the release of which would compromise the individual or corporation, or could have a negative effect on any interest of the City or the individual.

4.0 Guiding Principles:

- 4.1 No employee should engage in outside work or a business undertaking as an employee or shareholder that places that employee in a position in which a real or potential conflict of interest could arise, or interferes with the performance of the employee's duties, or is performed in such a way as to appear to be an official act, or to present an opinion of the City.
- 4.2 Civic employees are entrusted with information and data used for City administration. Employees will not divulge confidential information gained in the performance of their job duties. All employees will sign an Oath of Ethics and Confidentiality on the day of their orientation to the City.
- 4.3 A civic employee shall not accept a gift, favour or service from any individual organization in the course of the performance of job duties that would compromise present or future business relationships of either party.
- 4.4 The employees of the City of Charlottetown will serve the City by upholding the established By-laws, Policies and Procedures.
- 4.5 Employees will not place themselves in a position where they are under an obligation to a person or organization that might benefit from or seek special consideration or favour.
- 4.6 All City employees are held responsible to care for City property and use this property only for the performance of their job duties. Every employee is held responsible for the exercise of all reasonable care to prevent abuse, excessive wear, or loss of City equipment and resources that are entrusted to that employee's care. The City shall recover willful damage to equipment, where applicable, and the employee responsible will be subject to disciplinary action.
- 4.7 Employees will adhere to the City's Internet Usage and Electronic Communications Policy.
- 4.8 Employees breaching this code of ethics and confidentiality will receive corrective discipline up to and including termination.

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- 4.9 The Human Resources Department will provide guidance on issues arising from this Policy or assistance with the interpretation of private interests.

City of Charlottetown
Oath of Ethics and Confidentiality

Employees of the City of Charlottetown are to carry out their job functions in a manner that ensures public trust in their honesty, integrity, fairness and good faith. Private interests or outside employment must not provide the potential for a conflict of interest.

I _____ do solemnly and sincerely affirm that I will:

1. Not engage in outside work or a business undertaking as an employee or shareholder that places me in a position in which a real or potential conflict of interest could arise, or interferes with the performance of my duties.
2. I will not divulge confidential or restricted information gained in the performance of my job duties, either during or after my term of employment with the City of Charlottetown.
3. I shall not accept a gift, favour or service from any individual or organization in the course of the performance of job duties that would compromise present or future business relationships for the City.
4. I will serve the City by upholding the established By-laws, Policies and Procedures.
5. I will not place myself in a position that would obligate the City to a person or organization that might benefit from or seek special consideration or favour.
6. I accept responsibility to care for City equipment/property and am responsible to exercise reasonable care to prevent abuse, excessive wear, or loss of City equipment and resources that are entrusted to my care.
7. I will adhere to the City's Internet Usage and Electronic Communications Policy.

Signature of Employee: _____

Witness: _____

Date: _____