

A-13 Code of Conduct/Conflict of Interest

Department: Administration

Policy #: A-13 Any Associated By-Law(s): 99/02 & 116/06

Policy Title: Code of Conduct/Conflict of Interest

Date: September 4, 2012

Rev. Date:

Coverage: All Employees

Policy Statement:

Employees of the Township of North Kawartha are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Township.

Procedure:

1. Application

This policy applies to all Township of North Kawartha employees. The standards outlined in this policy are particularly relevant to employees who are in a position to make or influence decisions of the organization.

2. Definition

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of the Township of North Kawartha. It includes using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends or business associates.

3. Conditions

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

4. Special Treatment

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

5. Receiving Fees or Gifts

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the Township pays them to do. The exceptions to this are promotional gifts or those of nominal value e.g., coffee mug or letter opener with the company's logo, occasional gifts of nominal value for a department e.g., box of chocolates, plants, occasional business meals, infrequent attendance at social or sporting events, in

the company of a business contact, provided approval is granted by the department head; donations toward charitable events and other functions related to the general promotion of the Corporation and the services it provides.

6. Outside Work or Business Activities

Employees may not engage in any outside work or business activity:

- (a) that conflict with their duties as Township employees;
- (b) which use their knowledge of confidential plans, projects or information about holdings of the Corporation; and
- (c) that will, or is likely to, negatively influence or affect them in carrying out their duties as Township employees.

7. Using Township Property

Employees may not use, or permit the use of, items of Township property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by either Council or the commissioner of the affected department.

8. Confidential Information

Employees may not disclose confidential or privileged information about the property, or affairs of the Township, or use confidential information to advance personal or others' interests. Employees cannot divulge confidential or privileged information about the Township's employees without those employees' written authorization.

Note on confidential information: The rule against giving out confidential information does not apply to an employee who alleges wrongdoing on the part of the Township or its Council members, officers, employees, agents or contractors – as long as the disclosure of such information is not frivolous, vexatious or slanderous – and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is known as whistle-blowing.

9. Financial Interest

Employees who knowingly have financial interests in a Township contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the organization in such transactions.

10. Guidelines for Management and Professional Staff

Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for executives, managers and employees who give professional advice or assistance, or who work on program policies or budgets. These sections also refer to employees in confidential positions working with the above mentioned staff.

11. Representing Others

Staff described in the paragraph above may not appear before Council or a

Township committee on behalf of a private citizen other than himself/herself, his/her spouse, his/her parents, or his/her minor children, where the employee is either paid, or is involved in any way in the issue/policy.

12. Appointments

Staff who hold positions described above may not seek or accept appointment to a Township committee or board (except in the capacity of a Township employee) and require permission from their directors/general managers or designates before accepting appointments to other municipal, provincial or federal commissions boards and committees. Staff who holds positions as board members on community agencies that deal with issues related to their work at the Township should inform their directors/general managers or designates of their appointments. When agency issues arise that place them in actual or potential conflict with Township policy or procedures, they should declare a conflict of interest.

13. Requirement to Report Conflict of Interest

If employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Township employees, they must report this conflict to their directors/general managers or designates in writing.

14. Reporting a Conflict of Interest

When an employee reports a conflict of interest to his/her director/general manager or designate in writing, a copy is forwarded to the chief administrative officer. If an employee alleges wrongdoing on the part of the Township or its Council members, officers, employees, agents or contractors he/she should report this in writing directly to the chief administrative officer.

15. Failure to Comply With the Policy

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

16. Implementation

Managers and supervisors must make the policy available to all employees and must discuss the entire policy with their employees and highlight any of the rules that have particular relevance, given the nature of the employees' work. Managers and supervisors who need assistance interpreting rules and how they apply to specific situations must talk to their departments' executive directors or general managers. Serious consequences may result from the contravention of this policy. Employees should check with management if they need assistance in interpreting whether a situation they have experienced or are confronting puts them in a conflict of interest situation.

Township of North Kawartha: Corporate Policies and Procedures

Sample questions and answers can be found in Appendix A-13 that will help identify the rules of this policy and provide examples to assist employees in understanding these rules.

Appendix

[Form A-13](#)

Appendix 1

Sample Questions and Answers

The specific rules and examples that follow do not exhaust the possibilities for conflict of interest, but they do identify obvious situations covered by the policy. The accompanying questions and answers are merely illustrations to help explain each rule.

Special Treatment

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

Sample question: "A member of my family asked me to bring home an extra permit. I could get an extra permit because I work in the Office, but won't do that. Everyone has to follow the standard procedure for permit applications. Am I right?"

Answer: Yes, you are right. Bending the rules to favour a family member or friend would be a conflict of interest.

Receiving Fees or Gifts

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the Township pays them to do. The exceptions to this are promotional gifts or those of nominal value e.g., coffee mug or letter opener with the company's logo, occasional gifts of nominal value for a department e.g., box of chocolates, plants, occasional business meals, infrequent attendance at social or sporting events, in the company of a business contact, provided approval is granted by the department head; donations toward charitable events and other functions related to the general promotion of the Corporation and the services it provides

Question: "What should I do if a client gives me a gift or some money to thank me for doing a good job?"

Answer: Politely refuse the gift or money. You could explain that while you appreciate the offer, accepting it would not be proper according to the Township's conflict of interest policy. Someone might interpret the gift as a bribe to get special treatment.

Question: "What should I do if a client gives me a gift basket for Christmas?"

Answer: If this scenario arises and it is impractical to return the gift or repay the donor such a gift should be shared with all employees or donated to a charity

Outside Work or Business Activities

Employees may not engage in any outside work or business activity:

- (a) that conflict with their duties as Township employees;
- (b) which use their knowledge of confidential plans, projects or information about holdings of the corporation; and
- (c) that will, or is likely to, negatively influence or affect them in carrying out their duties as Township employees.

Question: "I am a buyer in the Building and Planning Department and a friend who is bidding on a Township contract has asked me to coach him on the preparation of his bid. Am I permitted to assist him?"

Answer: No, you cannot assist him even if you are not directly involved in the assessment of the contract on which he is bidding. Your knowledge of Township contracts could lead to the perception that your friend would have an advantage over other bidders.

Question: "I am a fire fighter and I have been asked by an accredited institution to teach a course on CPR. I will be paid a fee for this course. Am I permitted to teach the course?"

Answer: Yes, as long as you are not teaching individuals that you would normally be teaching as part of your job and do not wear a Township uniform when teaching the course.

Using Township Property

Employees may not use, or permit the use of, items of Township property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by either Council or the manager of the affected department.

Question: "Sometimes I'm allowed to take one of my department's pick-up trucks home overnight so I can go directly to my work site in the morning. Would it be all right for me to use the truck to help a friend move to a new apartment?"

Answer: No, it would not be acceptable to use a Township vehicle for that kind of thing.

Question: "I do a lot of charity and volunteer work. Can I use my position and access to Township property to assist those charities in their fund raising or other activities?"

Answer: No. Your volunteer work is important to the community and while the Township supports volunteerism, use of Township property is not appropriate.

Confidential Information

Employees may not disclose confidential or privileged information about the property, or affairs of the organization, or use confidential information to advance personal or others' interests. Employees cannot divulge confidential or privileged information about the Township's employees without those employees' written authorization.

Question: "In my work I sometimes learn confidential information about prices the Township intends to offer for property purchases. I assume it would be wrong for me to share that information with a friend who works for a development company that sometimes competes with the Township to buy sites. Am I correct?"

Answer: Yes, you are right. That would be a conflict of interest.

Note on confidential information: The rule against giving out confidential information does not apply to an employee who alleges wrongdoing on the part of the Township or its Council members, officers, employees, agents or contractors - as long as the disclosure of such information is not frivolous, vexatious or slanderous - and making the disclosure serves the public interest and is made in accordance with the provisions of this policy. This reporting of wrongdoing is known as whistle-blowing.

Financial Interest

Employees who knowingly have financial interests in a Township contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the organization in such transactions.

Question: "I own a piece of land in Apsley that the Township wants to buy for a new park it is planning. Would that prevent me, a Township employee, from serving as an advisor to the Township on land-assembly for the park?"

Answer: That's right. You should declare your conflict of interest and the Township would probably assign somebody else to replace you on that particular project.

Guidelines for Management and Professional Staff

Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for managers and employees who give professional advice or assistance, or who work on program policies or budgets, and also refer to employees in confidential positions working with any of those staff.

Representing Others

Staff described in the paragraph above may not appear before Council or a Township committee on behalf of a private citizen other than himself/herself, his/her spouse, his/her parents, or his/her minor children, where the employee is either paid, or is involved in any way in the issue/policy.

Question: "I am a management employee and I supervise an outside work crew. Does that prevent me from speaking on behalf of a friend before the Committee of Adjustment?"

Answer: You could speak for your friend before the Committee of Adjustment, as long as you are not being paid to do it and as long as the issue before the Committee of Adjustment is not in any way related to your work at the Township.

Appointments

Staff who hold positions described above may not seek or accept appointment to a Township committee or board (except in the capacity of a Township employee) and require permission from their directors/general managers or designates before accepting appointments to other municipal, provincial or federal commissions boards and committees.

Question: "I work on my department's budget so this section of the policy applies to me. Does that mean I cannot serve as a member of the library board?"

Answer: It means you must have the permission of your executive director/general manager or his/her designate before seeking that office.

Staff who hold positions as board members on community agencies that deal with issues related to their work at the Township should inform their directors/general managers or designates of their appointments. When agency issues arise that create potential or actual conflicts of interest, these should be declared by the employee.

Requirement to Report Conflict of Interest

If employees or their relatives have a personal or financial interest that might present a conflict or bias in connection with their duties as a Township employee, they must report this conflict to their directors/general managers or designates in writing.

Question: "My husband works for the XYZ Printing Company. I work for the Township and sometimes issue outside printing contracts to bidders that include XYZ. Does that mean I should inform my director/general manager or designate about the situation?"

Answer: Yes, you should inform your director/general manager or designate in writing about your potential conflict in cases where XYZ is bidding.