



POLICY TITLE:

CODE OF ETHICS POLICY

**POLICY
STATEMENT:**

This policy is to assist municipal employees in navigating the ethical implications of the decisions they make. This policy will outline the guidelines that municipal employees can use to protect themselves from any illegal or damaging actions committed either knowingly or unknowingly.

The Town will maintain a strict zero tolerance policy against any wrongdoing or impropriety and will immediately take the appropriate disciplinary actions to correct the problem.

EFFECTIVE DATE:

February 23, 2022, as per resolution no. 67-2022

DEFINITIONS:

- 1.0 In this policy:
- a) "CAO" shall mean the Chief Administrative Officer of the Town of Rainbow Lake
 - b) "Employee" shall mean any person employed by the Town of Rainbow Lake
 - c) "Town Assets" include all property of the Town including equipment, financial assets, land, buildings and other structures, vehicles, materials, computers, electronic mail, internet services, information, and work time

**EMPLOYEE
EXPECTATIONS**

2.0 Chief Administrative Officer and Directors

- 2.1 These employees are expected to set a prime example of this policy and are to handle all their business dealings, with honesty and integrity.
- 2.2 Assist employees in the administration, interpretation, and application of this policy.
- 2.3 Shall have an open-door policy, that allows for the free discussion of suggestions and concerns from employees.
- 2.4 Must report any conflicts of interest regarding their position at The Town of Rainbow Lake.
- 2.5 Directors must report any suspected violations to the CAO.

3.0 Employees

- 3.1 All employees are expected to work together to promote a workplace built on trust, accountability, and openness.
- 3.2 Treat all coworkers, vendors, and customer, with respect and dignity always
- 3.3 Address and report any inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- 3.4 Disclosing in writing to the CAO, through their Department Head, any current personal, business, commercial, or financial interest which may result in a violation of the Code of Conduct.

4.0 Unethical Behavior

- 4.1 Employees must not accept payment for doing something that they are paid to do as part of their job with the Town.
- 4.2 Employees must not accept gifts as this may give the appearance that their services to certain residents and/or businesses are being purchased through gifts.
- 4.3 Harassment or discrimination will not be tolerated.
- 4.4 Employees shall not use the Town's assets or business relationships for personal use or gain.

5.0 Violations

- 5.1 If a violation of this policy occurs, The Town will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.
- 5.2 Some violations may indelibly affect our municipality in a negative fashion. In this case, punitive measures, including legal action may be pursued.



6.0 Amendments:

6.1 This policy may, from time to time, may be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.

Christelle Fauriol

Mayor

Chief Administrative Officer

NEXT REVIEW DATE: FEBRUARY 23, 2025