



Employee Code of Conduct

(adopted by Council March 21, 2001)

The Code of Conduct applies to all City of Winnipeg employees. This is a general guideline and summary for employees. In all cases, the complete Employee Code of Conduct should be consulted.

General Principles

Because the public interest is our primary concern, as City employees we all must:

- ▶ Observe the highest standards of conduct at all times, and not let our actions be influenced by personal considerations.
- ▶ Avoid situations in which our personal interest conflicts, or appears to conflict, with the interests of the City.
- ▶ Obey and respect all laws in force in Manitoba, including City By-laws, and comply with the provisions of The Freedom of Information and Protection of Privacy Act.
- ▶ Not engage in any activity that could damage the City's reputation, makes us unable to properly perform our employment responsibilities, causes other employees to refuse or be reluctant to work with us, or that hinders the City's ability to efficiently manage and direct its operations.

Employee Responsibilities

- ▶ You must not take part in any outside employment, business or other undertaking that directly or indirectly benefits you, if it:
 - Does, or is likely to, interrupt or interfere with the performance of your employment duties.
 - Requires your involvement or activity during any part of the day in which you are required to perform work for the City.
 - Provides you with a benefit, or appearance of benefit, as a result of your position with the City.
 - Will, or is likely to, influence or affect the way in which you carry out your duties with the City, or your impartiality.
 - Creates the appearance that you are acting on behalf of the City, or representing an opinion of the City.
 - Involves work which must be inspected or approved by another City employee (unless you report the factual circumstances and the need for inspection and approval to your Department Head). [The powers of the Department Head in such cases are set out in Part E: 1 of the Code.]
- ▶ You must not accept any gift, favour, commission, reward, advantage or benefit of any kind from anyone who is directly or indirectly involved in any business relationship whatsoever with the City, unless it is:
 - A nominal exchange of hospitality among persons doing business, or
 - A token exchanged as part of protocol, or
 - A normal presentation made to persons participating in public functions.
- ▶ If you receive any monetary payment, good or service outside the limits of this Code, you must turn it over to your Department Head for civic or charitable use as the Department Head may determine.
- ▶ You must not solicit gifts or prizes for any City-related purpose, including department events or functions, of other than nominal value, unless pre-authorized by your Department Head.
- ▶ You must not accept free travel or accommodation from anyone with whom the City does, or may do, business, unless it is related to an existing contract and has been pre-authorized by your Department Head.

- ▶ You must not take advantage of discounts/rebates on personal purchases from suppliers that have a business relationship with the City, unless the suppliers offer similar discounts/rebates to the general public, or the offer is made through a program approved by the Chief Administrative Officer (CAO).
- ▶ You must not use, or request the use of, City property, including surplus material, for personal convenience or profit, unless the property:
 - Is also available for use by the general public, or
 - Is made available to you as a matter of City policy or under the terms of your employment or appointment.
- ▶ You must not use for personal benefit any information you acquire as a result of your duties with the City, unless the information is also available to the public.
- ▶ You must not grant any special consideration, treatment or advantage to anyone dealing with the City.
- ▶ You must not represent the City in dealings with anyone with whom you have a direct or indirect pecuniary interest, or with your dependents or relatives.
- ▶ You must not represent anyone in dealing with the City, or appear before Council or any board, commission or committee on behalf of any person unless:
 - You or a dependent have a direct interest in the person being represented, or
 - You have pre-authorization from your Department Head, or
 - It is part of your employment duties.
- ▶ You must not actively campaign or solicit funds for a potential or declared candidate for elected office during any portion of the day in which you are required to work for the City.

Enforcement

If you believe that you are, or may be, in conflict with this Code, you must report the conflict or potential conflict, in writing, to:

- ▶ Your Department Head, if you are an employee
- ▶ The CAO, if you are a Department Head
- ▶ The Clerk of the Executive Policy Committee (EPC), if you are a statutory officer

If you are aware or believe that another employee may be in conflict with this Code, you are expected to file a written complaint with the Department Head, CAO or Clerk of EPC, as appropriate. If you make your complaint in good faith, you will not be subject to reprisal, threat of reprisal or discipline as a result of filing the complaint.

All notifications of real or potential conflicts will be investigated to determine if there is an actual conflict, and to determine what action should be taken. During the investigation, the employee in potential conflict may be required to withdraw from participation in the matter until it has been determined if an actual conflict exists.

Any violation of this Code, including failure to report a conflict, may lead to disciplinary action, up to and including dismissal. Such action may be appealed, as set out in the complete Code.

Each real or perceived conflict with this Code will be considered and dealt with on its own particular facts and circumstances.

If any part of this Code conflicts with a relevant collective bargaining or employment contract, the provision of the collective agreement or contract shall govern.

This is a general guideline and summary for employees.

For more information or a complete copy of the Employee Code of Conduct, contact your supervisor or human resources representative, or visit CityNet at: <http://citynet/hrintra/admin/Civic/Code of Conduct - Long Version.pdf>

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