

<b>Section:</b>	Conduct and Discipline Policies
<b>Subject:</b>	Code of Ethics Policy
<b>Policy Number:</b>	CDP.14
<b>Version:</b>	1
<b>Review Frequency:</b>	Annually
<b>Approved by:</b>	Council
<b>Approval Date:</b>	October, 2017
<b>Application:</b>	This policy applies to all employees of North Middlesex
<b>Notes:</b>	

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**Legislative Authority:** *Freedom of Information and Protection of Privacy Act,  
R.S.O. 1990, c. F.31*

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### **Intent**

The Municipality of North Middlesex is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

### **Scope**

This policy applies to all employees of the Municipality of North Middlesex.

### **Guidelines**

Here at the Municipality of North Middlesex we strive to protect all of our employees, vendors, customers, and the municipality itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly. The Municipality of North Middlesex will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

The Code of Ethics is a set of principles and guidelines that each employee agrees to adopt for the exercise of judgement and conscience. Employees will:

- Work together to promote a workplace built on trust, accountability and openness.
- Act honestly and with integrity in all their business dealings.

- Provide accurate and objective information.
- Practice positive interpersonal and communication skills.
- Respect the confidential nature of information and will use personal information only and the person's permission and in regard with the Municipal Freedom of Information and Protection to Privacy Act.
- Support the decisions, made through resolutions or by-laws, of Council.
- Maintain an objective manner to promote and encourage the highest level of conduct and ethics.
- Treat people with respect and in a fair and equitable manner.
- Protect the public against unfair practices, inefficiency and work to eliminate any practice which would lead to a poor impression on the community.
- Will make a commitment to possess and increase the required knowledge, skills and training to be proficient and relevant.
- Ensure that the services offered within the Municipality are cost-effective.
- Extend these same professional commitments to all those who are supervised or employed.
- Strive for excellence in all aspects of the Municipality.
- Report any conflicts of interest regarding their position at the Municipality of North Middlesex.
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- Report suspected violations of this policy.

\*Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated. Management has an open door policy allowing for the free discussion of suggestions and concerns from employees.

### **Unethical Behavior**

- The Municipality of North Middlesex will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Harassment or discrimination will not be tolerated.
- Improper use of company confidential information (as outlined in the Confidentiality Policy and Agreement) will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.



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### **Violations**

In the event that a violation of this policy occurs, the Municipality of North Middlesex will employ disciplinary measures and reflect the severity of the offence up to and including termination of employment. Some violations may indelibly affect our organization in a negative fashion. In this case, punitive measures, including legal action may be pursued.