

DATE: July 17, 2023

REPORT NO: HR-02-2023

SUBJECT: **Code of Conduct Policy**

CONTACT: Cassandra Carey, Human Resources Coordinator
Jessica Dyson, Director of Legislative Services/Clerk

OVERVIEW:

- The Township of West Lincoln ensures there is a guideline for employee's to understand their commitment to ethical and respectful conduct. This level of integrity will maintain community trust by establishing fundamental principles, guided by the Township Values.

RECOMMENDATION:

- (1) That, Recommendation Report HR-02-2023 "Code of Conduct Policy" dated July 17, 2023 be received; and,
- (2) That, the Code of Conduct Policy as attached as Schedule A to this report be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Foundational** – Advance organizational capacity and effectiveness

BACKGROUND:

With the addition of the Human Resources Coordinator position, it was imperative to review current Policies, shape revisions that align with the strategic goals of the Township and construct future Policies to provide a foundational pillar of clear and concise practices for employee's. This policy was approved by the Corporation's legal counsel. All Policy updates and revisions will be brought to Council for approval or for information, as appropriate.

The purpose of this Policy is to outline the behaviour expected of employees and volunteers of the Township. This Policy was added to link the importance of the Corporation's commitment to professional values and principles, to the conduct of our employee's. A Code of Conduct Policy will keep employee's behavior at a favourable standard to support the Corporation's strategic goals.

CURRENT SITUATION:

Currently, there is no Policy that supports employee Code of Conduct as the Township currently uses the Township Values to support their ethical viewpoints. It is important that an employee Code of Conduct be implemented in order to communicate corporate values that the organization wishes to foster in leaders and employees and, in doing so, defines desired behaviour.

Council is also being presented with a Whistleblower Policy, through a separate report and recommendation, which supports the disclosure of wrongdoing with respect to the Township's operations, the protection from reprisals against Employees for disclosing wrongdoing and the appropriate investigation and disciplinary actions in response to disclosures of wrongdoing, when made in good faith.

The Code of Conduct policy states that serious breaches of the policy must be reported in accordance with the Township's Whistleblower Policy and Procedure policy; therefore, the Code of Conduct Policy and the Whistleblower policy should be considered when reviewing each policy.

FINANCIAL IMPLICATIONS:

Not applicable to this report.

INTER-DEPARTMENTAL COMMENTS:

The Policy has been discussed by the Human Resources Coordinator at the Senior Management Team meeting. Comments were received to support the Township's values. This report has also been reviewed by the CAO and the Township's solicitor.

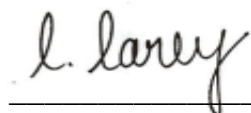
CONCLUSION:

Staff recommends that the employee Code of Conduct Policy be approved as current practices to align with the Township Values.

ATTACHMENTS:

Schedule A – Code of Conduct Policy

Prepared & Submitted by:

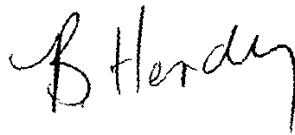


Cassandra Carey,
Human Resources Coordinator



Jessica Dyson,
Director of Legislative Services/Clerk

Approved by:



Bev Hendry,
CAO