



Policy Type:	Human Resources
	Employee Code of Conduct Policy
Policy Number:	900-11

Authority:	
Council Resolution #	235/22

The Village of Loon Lake employees will demonstrate excellence in the delivery of services that reflect Council approved direction.

We will strive to represent our organization and the community positively in our conduct and behaviours and commit to demonstrating honesty, integrity and respect in all that we do.

It is the responsibility of all who work for the Village of Loon Lake to regulate their conduct accordingly and in conformance with the following guidelines. Every employee is expected to be aware of and act in compliance with this code. Violation of the following principles is a serious matter and will be subject to the appropriate disciplinary action by the immediate supervisor. Council is responsible to determine appropriate disciplinary action if the employee is the Administrator and/or Public Works Foreman.

1. Confidentiality

By recognizing that we are entrusted with information and, where appropriate, accept that we will treat such with a high degree of confidentiality, while balancing the municipality's need to be open and transparent. Any information that is released must be in accordance with the *Freedom of Information and Protection of Privacy Act*.

2. Conflict of Interest

A conflict of interest occurs when in the interest of an employee's duties; the employee is called upon to deal with a significant matter in which the employee has a direct or indirect personal and or financial interest.

3. Nepotism

An employee's immediate family may work for the Village provided there is no opportunity to excise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

4. Acceptance of Gifts

An employee shall not accept a gift, favour or service from any individual, organization or corporation other than the normal exchange of gifts between persons doing business together; or the normal presentation of gifts to persons participating in public functions.

5. Negligence  
Negligence in the performance of duties shall include blatant disregard and violation of Village policies and procedures.
6. Insubordination  
Insubordination shall include refusal to carry out direction given by a supervisor.
7. Theft and/or Dishonesty  
Theft shall include taking Village or other employees' property. Dishonesty shall include falsifying records for any reason.
8. Consumption of Intoxicating Drugs and Alcohol  
There is zero tolerance for the use of drugs and alcohol in the work place; and it is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect their performance on the job; and the supervisor may immediately terminate employee for such conduct

**Effective Date/Repeal**

This policy will come into effect on January 1, 2023 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Employee Code of Conduct that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.