



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## MANAGEMENT POLICY

**TITLE: CODE OF CONDUCT**

**No. M-PER-07**

**POLICY:**

This policy establishes a set of ethical standards by which all the Township's employees are expected to conduct the Township's business such that the public's trust in its employees is not compromised.

**DEFINITIONS:**

**Conflict of interest** occurs when an employee takes the opportunity to advance their wellbeing and/or interests in a way that is, or may be perceived to be, detrimental to the Township's interests e.g., using confidential information for their own or others' profit.

**PROCEDURE:**

1. Employees must comply with all relevant statutory and regulatory requirements as well as the Township's bylaws, policies and collective agreements.
2. Employees are expected to carry out their responsibilities as instructed by Management but, as in matters related to safety, are empowered to refuse to do something that they reasonably consider to be unethical, illegal or immoral. In such cases and as soon as possible, they are to place their concern before their Director or, if the Director is the source of the concern, the Chief Administrative Officer, or if the Chief Administrative Officer is the source, the Mayor.
3. Employees must observe the Township's interest in sustainability and adhere to programs and activities that minimize the impact of the Township's operations on the environment.
4. Employees share with management responsibility for working safely as well as ensuring the safety of those working around them.
5. Employees must deal with the Township's assets with the strictest integrity.
6. Employees are expected to act as ambassadors of the Township and its good name in both their business and their personal lives.
7. Employees are responsible to be aware of conflicts of interest and to avoid them without exception - particularly the use of information not generally available to the public for personal gain.

**EFFECTIVE DATE:**

August 31, 2010

**APPROVED**

**BY:**  
CAO

**STATUS:**

Replaces ADMIN-  
12

**REVISED:**

August 09, 2018  
Jan 15, 2018

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8. While employees have the right as private citizens and, indeed, are encouraged to become involved in community activities, their community role must not compromise their Township function.
9. Employees must neither solicit nor receive gifts or gratuities although the acceptance of nominal gifts may be permissible, e.g.:
  - token gifts exchanged as part of a recognized protocol;
  - presentation of gifts to employees participating in business or public functions;
  - seasonal recognition by members of the community.
10. Employees are expected to guard the Township's confidential information against loss, theft and/or misuse.
11. Employees are prohibited from using alcohol, cannabis or illegal drugs, and prohibited from mis-using prescription drugs, in any Township facility or on any Township property. *[This does not apply to the consumption of alcohol when attending licensed events as a member of the public.]*

**INVESTIGATION:**

1. Any transgression of the foregoing will result in an investigation under the authority of the appropriate Director or Chief Administrative Officer and the Director of Human Resources.

**EFFECTIVE DATE:**

August 31, 2010

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## **GUIDELINES FOR STAFF**

### **BEST PRACTICES DURING THE ELECTION PERIOD**

**“Election Period” refers to the period from the date the Nomination Packages are available until General Voting Day.**

#### **1. Staff Training / Internal Communications**

- Based on the principle of political neutrality, staff need to have increased sensitivity to perceptions of bias and how requests for staff services may benefit a candidate, including incumbents.
- Ask yourself: would the timing of the request be different if there were no election underway, and would you do this for a member of the public?

#### **2. Media Releases & Correspondence**

Reinforce the existing Media Relations Guidelines by:

- Obtaining approval from CAO for news releases;
- Posting all news releases to the Township’s website;
- Ensuring that all news releases during the election period must be initiated by staff and be limited to information pertaining to the election, unless they pertain to a matter which must be urgently communicated to the public and has been approved by the CAO; and
- Providing no support for individual members of Council for correspondence or media contacts.

#### **3. Other External Communications**

- Do not give out or publish elections information except to refer to official websites or to elections staff.
- Do not speak about candidates or former Councillors in public.
- Do not make public statements, including verbal or written statements, or statements on a social media forum, in support of or against any candidates and avoid any activities that could appear to be other than impartial.

#### **4. Requests to Staff**

- Staff should not be involved in preparing or supporting the development of campaign material or speeches for election candidates, including incumbents.
- All incumbents should be treated equally, and any response to one member of Council to provide requested information should be provided to all members.

## **5. Corporate Identity**

Discuss any concerns about the improper use of Township resources or corporate identity with your supervisor, who will relay concerns to the CAO.

## **6. Bylaw Enforcement**

- Continue to investigate and enforce bylaw infraction complaints as normal.
- Carry out existing Council resolutions to enforce bylaws unless directed by a resolution of Council to refrain.

## **7. Data Sharing**

Do not provide candidates, including incumbents, with names and mailing addresses of non-resident property owners from internal or BC Assessment data banks.

## **8. FOI Requests**

Process Requests for Access to Records made under the FOIPP Act in accordance with normal timelines and other work demands.

## **9. Elections Process**

Ensure that the elections process is seen to be neutral and not influenced by elected officials, especially incumbent candidates.

## **10. Code of Conduct**

These Guidelines form part of Management Policy No. M-PER-07 titled "Code of Conduct" and is applicable to all Township employees.

(Approved by CAO September 23, 2014)  
(Revised and approved by CAO January 15, 2018)