

<b>Corporate Human Resources Policy</b>		Content Updated: 2020-02-12
Work Environment		
Policy No: HR-01-09		
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## ***Code of Conduct for Employees***

<b>POLICY STATEMENT</b>	<p>The residents and businesses of the City of Hamilton are entitled to fair, ethical and accountable local government administration. Accordingly, the City of Hamilton has high expectations of its employees for integrity and ethical conduct in their service to the community.</p> <p>The City recognizes that employees strive to perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the City, understanding that trust and mutual respect are the cornerstones of any relationship between the public and its municipal government.</p> <p>City employees owe a duty of loyalty and commitment to the City as a condition of accepting employment with the City of Hamilton. In serving the public interest they are entrusted with access to a wide range of information, resources and responsibilities. The City expects its employees to operate with a sense of honesty and accountability in accordance with the values and goals established in the Mission, Vision and Values of the City.</p>
<b>PURPOSE</b>	<p>The City of Hamilton’s work is diverse, multi-faceted and complex. Consequently, City employees must be independent, impartial and responsible to the public in carrying out their duties. By signing the Code of Conduct for Employees, employees acknowledge and accept responsibility to act and behave in a manner that is consistent with the expectations prescribed in this Policy. Employees collectively benefit from an overall atmosphere of high ethical conduct that flows from this commitment.</p> <p>While it is not possible to cover every possible conflict of interest situation that might arise, this Policy and the related Schedules outline the City’s expectations regarding real and apparent conflicts of interest between an employee’s personal interests and the best interests of the City of Hamilton. If employees have questions or are unclear whether they have a conflict of interest, they are encouraged to discuss the situation with their supervisors or managers.</p>
<b>SCOPE</b>	<p>This Code of Conduct and all related Schedules apply to all City employees, including but not limited to regular, temporary and contract employees, volunteers, students and interns (collectively called “Employees”).</p>

**PRINCIPLES**


Employees of the City of Hamilton are guided by the following principles:


1. We are a government that the community has confidence and trust in. We are conscious of our City’s public duty and the part that each of us plays in carrying out this duty.
2. We have high ethical standards and are accountable for our actions.
3. We are respectful of each other and towards members of the community we serve. We treat all with dignity and without discrimination.
4. We live our corporate values and demonstrate our shared principles through our work practices, our decisions, and our interactions.
5. We act with Integrity avoiding actual or perceived conflicts of interest.
6. We promote and foster a safe, secure and healthy work environment for all.
7. We abide by the law and adhere to all City of Hamilton policies and procedures.
8. We are conscious of our role as public servants and ambassadors of the City of Hamilton and do not engage in any conduct or business practice which might bring the reputation of the City into ill-repute or damage or diminish the reputation of the City in the eyes of members of the community.

The Code of Conduct for Employees is one element of the City of Hamilton’s broader ethical program that underlies, supports, and is reflective of the City of Hamilton’s corporate culture.


**TERMS & CONDITIONS**

All employees are responsible and accountable for using good judgment in the exercise of their duties and must carry out those duties in accordance with the principles within this policy and its related schedules.

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	<p>Each Employee shares the obligation of ensuring compliance with the Code. They are required to address any situations of existing or potential non-compliance with the Code that they suspect or become aware of.</p> <p>Employees are required to report all conflicts of interest that may come to their attention to the City Manager, their General Manager or equivalent (hereafter “General Manager”), director, manager, or supervisor.</p> <p>Some City of Hamilton Employees belong to Professional Associations that are guided by their own Code of Conduct and Ethics that may have greater or lesser standards than are outlined within this policy. These external Codes do not replace the obligations that Employees have under the City’s Code of Conduct and Employees should act to the highest standard.</p>	
<p><b>RESPONSIBILITIES</b></p> <p><b>City Manager</b></p> <p><b>Human Resources</b></p>	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <ul style="list-style-type: none"> <li>○ Provide overall administration of the Policy to ensure implementation and compliance</li> <li>○ Provide guidance in interpreting the Policy</li> <li>○ Oversee annual review of this Policy to ensure it continues to reflect changing needs and responsibilities of the City’s employees and administration</li> <li>○ Educate new employees and distribute copy of Policy during corporate orientation</li> <li>○ Assist managers with interpretation and application of the Policy</li> <li>○ Ensure reference to Policy in all employment agreements Request a signature of new employees, verifying that they have seen, read and understand their responsibility under the Policy. Signed letter shall be filed with employee’s personnel file in Human Resources.</li> <li>○ Investigate violations of this Policy, subject to the application of the Whistleblower By-law, with the assistance of Audit Services and/or Hamilton Police Services if required</li> <li>○ Provide support and consultation to Supervisors and Managers in determining and assessing risk related to the Code of Conduct</li> <li>○ Review the Policy on an annual basis and update as</li> </ul>	

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<b>General Managers</b>	<p>necessary</p> <ul style="list-style-type: none"> <li>○ Administer the Policy and ensure compliance</li> <li>○ Provide guidance in interpreting the Policy</li> <li>○ Deal fairly and firmly with any confirmed violations of the Policy</li> </ul>		
<b>Directors, Managers, Supervisors, and Elected Officials</b>	<ul style="list-style-type: none"> <li>○ Ensure that all employees have received a copy of the Policy and are provided with any updates</li> <li>○ Ensure that employees review and sign off on the Code of Conduct annually</li> <li>○ Incorporate Ethics and Code of Conduct discussions into staff meetings</li> <li>○ Highlight any areas that have particular relevance, given the nature of the employee's work</li> <li>○ Identify, in consultation with Human Resources, any positions that may pose a risk based on the terms and conditions of the Code of Conduct and its related Schedules</li> <li>○ Consult with General Manager, Human Resources or City Manager if interpretation of the Policy is required</li> <li>○ Report any violations of the Policy to the General Manager</li> </ul>		
<b>Employees</b>	<ul style="list-style-type: none"> <li>○ Subscribe with signature as part of employment offer prior to, or on first day of employment, or following orientation with supervisor, that he or she has read and agrees to abide by the Code of Conduct for Employees</li> <li>○ Annually review and sign off on this Policy</li> <li>○ Adhere to the standards outlined in this Policy</li> <li>○ Seek clarification if unsure about any information included in this Policy</li> <li>○ Consult with their immediate manager for guidance if they suspect a potential breach of this Policy</li> </ul>		
<b>COMPLIANCE</b>	<p>Every employee is expected to be aware of and act in compliance with the Code of Conduct for Employees Policy and the related Schedules. Any employee under investigation may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the City. Where there is a serious wrongdoing, as defined in the Whistleblower By-law, that By-law applies. Violations of this Policy may result in appropriate disciplinary measures, up to and including dismissal.</p>		

<p><b>ATTACHED SCHEDULES</b></p>	<ul style="list-style-type: none"> <li>A) Conflict of Interest</li> <li>B) Fees, Gifts and Hospitality</li> <li>C) Financial and Business Integrity</li> <li>D) Outside Employment and Activity</li> <li>E) Anti-Nepotism</li> <li>F) Interacting with the Office of the City Auditor</li> <li>G) Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety</li> </ul>
<p><b>RELATED</b></p>	<p>The following policies and acts are related to the Code of Conduct, and employees must be aware of and abide by these policies:</p> <ul style="list-style-type: none"> <li>• Computer and Technology Acceptable Use Policy</li> <li>• Fraud Policy &amp; Protocol</li> <li>• Harassment &amp; Discrimination Prevention Policy</li> <li>• <i>Municipal Freedom of Information Act</i></li> <li>• <i>Personal Health Information Protection Act</i></li> <li>• Personal Harassment Prevention Policy</li> <li>• Procurement Policy By-law</li> <li>• Substance Abuse Prevention Policy</li> <li>• Equity and Inclusion Policy</li> <li>• Violence in the Workplace Prevention Policy</li> <li>• Whistleblower By-Law</li> </ul>
<p><b>HISTORY</b></p>	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Corporate Policy Review Group</li> <li>• Human Resources Leadership Team</li> <li>• Senior Management Team (SMT)</li> </ul> <p>This Policy replaces the former Code of Conduct for Employees Policy approved by Council on 2009-11-11</p> <p>This policy was approved by Council on 2014-09-24</p> <p>Schedule C: Business and Financial Integrity was revised and approved by Council on 2015-05-08</p> <p>The inclusion of Schedule E: Anti-Nepotism was approved by Council on 2016-06-22</p>

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	<p>Revisions to Schedule D: Outside Employment and Activity; and the inclusion of Schedule F: Interacting with the Office of the City Auditor were approved by Council on 2019-10-09.</p> <p>The Inclusion of Schedule G: Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety was approved by Council on 2020-02-12.</p>	