



The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

To: Personnel Committee

From: Michelle Drouillard, Director People and Culture

Date to Council: August 13, 2024

Report Number: CAO-PC-2024-09

Subject: Employee Code of Conduct and Ethics

Recommendations

It is recommended:

That Report CAO-PC-2024-09 entitled “Employee Code of Conduct and Ethics” be received;

And that Attachment 1 to Report CA-PC-2024-09 “Employee Code of Conduct and Ethics” **be recommended** by the Personnel Committee for **approval** by Council at the September 10, 2024 Regular Council Meeting.

And further that Council **delegate authority** to the Director of People & Culture and Chief Administrative Officer to regularly review and, if applicable, revise the Employee Code of Conduct, with any significant amendments to be reported to Council for information.

Background

In the process of conducting a departmental policy review, Administration became aware that the Corporation does not have a current Employee Code of Conduct in place for employees.

Currently, the only document on file governing employee conduct in the Town's workplace is the "Rules of Employee Conduct". This document was approved by the Town's Personnel Committee and was adopted by Council in July 2000. As this document is over twenty-four (24) years old, it is no longer compliant with legal statutes and is not considered to be in-line with personnel best practices. As well, the document does not address several areas that have evolved over the past two decades including cybersecurity, social media, human rights and health & safety matters. The Rules of Employee Conduct are found in Attachment 1.

An Employee Code of Conduct is vital to any organization, regardless of size or industry. It is a guiding document that outlines the expectations for appropriate behaviour and conduct in the workplace, serving as a foundation for acceptable and ethical behaviour by employees.

A Code of Conduct is critical in creating a positive and respectful work environment. It establishes clear expectations for employee behaviour, interactions and professional relationships, promoting mutual respect and professionalism.

A comprehensive Code of Conduct that covers issues such as the Town's values, expected behaviours, professional appearance and other vital Town policies ensures that employees work in a conducive atmosphere. A positive workplace culture can improve employee morale, reduce turnover, and increase productivity, ultimately fostering an ethical organizational culture.

A Code of Conduct can also help to establish trust between employees and the management team, as it creates a sense of accountability and transparency while ensuring compliance with policies and fostering an environment where employees feel supported when issues arise.

Implementing an Employee Code of Conduct and Ethics aligns well with the Town's strategic priority to enhance the service experience of Team Tecumseh.

Comments

We have structured the Employee Code of Conduct and Ethics (the "Code") to align with the Town's values and thus provide expectations regarding acceptable behaviours in the workplace. We have summarized vital organizational policies and provided reference to them should employees want to refer to a specific policy for further information.

The Code applies to all employees of the Town of Tecumseh (the "Town") including all supervisory and managerial employees, student workers, contract workers and volunteers.

The Code is about the values, principles, and standards of behaviour that govern actions as Town employees. Based on the Town's values, the Code sets the standard

for a safe and respectful workplace, protects the collective reputation of the Town, and strengthens the commitment of working together for sustainable community growth and service delivery to support an exceptional quality of life for residents.

The Code guides the actions and conduct of employees as representatives of the Town in order to build trust and confidence within the organization and the community. It speaks to employees' responsibilities to the Town, to each other, and to the public.

The Code guides Employees:

- To live the Town's values and protect the Town's reputation.
- To be honest, ethical, fair, and transparent.
- To think critically, to act objectively and impartially.
- To make well-informed decisions every day.
- To build trust with the public.
- To comply with laws, regulations, standards, policies and procedures.
- To seek resources for assistance.

The Code is organized into themes, to provide a common reference for standards of behaviour. It helps employees understand what to expect and what is expected of employees in the workplace. There are five themes that employees are responsible for: Protect Information and Interests, Foster a Safe and Healthy Workplace, Treat People with Care, Conduct Business with Integrity, and Safeguard Assets.

The Town's values (Accountability, Equity Diversity & Inclusion, Excellence, Integrity, Sustainability, Teamwork) have been defined and incorporated into the Code, which guides employees to live these values in day-to-day work.

The Code defines the behaviours that the Town expects of all employees:

- Tell the Truth
- Make Well Informed Decisions
- Uphold the Law
- Respect Other Professional Codes of Conduct
- Comply with Policies & Procedures

The Code touches on a variety of vital Town Policies such as:

- Professional Appearance Policy (Pol No .96)
- Progressive Discipline Policy (Pol No. 64)
- Confidentiality of Information Policy (Pol No. 57)
- Communications Policy (Pol No. 76)
- Social Media Policy (Pol No. 80)
- Health & Safety Policy (Pol No. 07)
- Workplace Violence Prevention Policy & Program (Pol No. 129)

- Workplace Harassment Prevention Policy & Program (Pol No. 128)
- Integrated Accessibility Standards Regulation (Pol No. 79)
- Hiring of Employees Policy (Pol No. 54)
- Conflict of Interest Policy (Pol No. 132)
- Technology Acceptable Use Policy (Pol No. 9)
- Travel Policy (Pol No. 14)
- Corporate Credit Card Issuance and Use Policy (Pol No. 16)
- Purchasing Policy (Pol No. 17)

The Town will provide the Code to all employees within 30 days of its effective date via electronic distribution. The policy will be included in all new hire onboarding packages as a condition of employment; employees will have to review and sign off that they have read, understood and will comply with the Code. Annually, employees will complete an online acknowledgement certifying that they have read, understood and will continue to comply with the Code.

Developing and implementing an Employee Code of Conduct and Ethics also aligns well with the People Strategy Objective of “Deliver Excellence in HR Core Services,” with a focus on Efficiency and Effectiveness.

Consultations

All Departments

Financial Implications

There are no financial implications associated with this policy.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Amanda Schram, CHRL
People & Culture Advisor

Reviewed by:

Michelle Drouillard, BA Hons., CHRL
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Rules of Employee Conduct – July, 2000
2	CAO-PC-2024-09 Employee Code of Conduct and Ethics – August 2024