

# RM OF REYNOLDS POLICY

Title: CODE OF ETHICS

Policy No. 26

## POLICY INTENT

The Rural Municipality of Reynolds is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

### This Policy shall:

- Establish the roles employees are expected to take in establishing an ethical workplace;
- Define behavior that would be unethical; and
- Outline disciplinary actions for violations.

## POLICY

Here at the Rural Municipality of Reynolds we strive to protect all of our employees, citizens, ratepayers, customers and the organization itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The Rural Municipality of Reynolds will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

## EMPLOYEES AND COUNCILLORS EXPECTATIONS

Management, Employees and Councillors

Councillors and all employees are expected to act with honesty and integrity.

Councillors and all employees must report any possible conflicts of interest to Reeve or immediate supervisor.

Councillors and all employees must report suspected violations.

***\* Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.***

## **UNETHICAL BEHAVIOUR**

The Rural Municipality of Reynolds will not be party to the intent or appearance of unethical or compromising practices in its relationships with citizens, ratepayers and the general public.

Harassment or discrimination will not be tolerated.

Improper use of the Rural Municipality of Reynolds' confidential information will not be tolerated.

Employees shall not use corporate assets or business relationships for personal use or gain.

## **VIOLATIONS**

In the event that a violation of this policy occurs, the Rural Municipality of Reynolds will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment. Some violations may indelibly affect our business in a negative fashion. In this case, punitive measures, including legal action may be pursued.