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## Township of Limerick Rules of Conduct

### 30. **RULES OF CONDUCT**

#### 30-1 Policy Statement

The Township of Limerick believes that most employees will act fairly and reasonably at all times. Accordingly, it is for the protection of that majority that the rules of conduct set out below are published. Breaches of these guidelines or other acts against Township of Limerick or employee interests will result in disciplinary action, including suspension and termination.

#### 30-2 Prohibited Activities

30-2-1 The following activities and practices are strictly prohibited and will result in immediate and serious disciplinary action, up to and including termination:

- a) Reporting to work or working in an intoxicated state or using illegal substances during working hours.
- b) Removal from the premises of Township of Limerick-owned items or items owned by other employees without specific permission.
- c) Physical or verbal abuse of, or threats towards other employees or members of the general public
- d) Flagrant disregard of safety rules.
- e) Being convicted of a criminal offence related to the employee's work or being unable to work for an extended period because of any criminal conviction.
- f) Wilful and malicious damage to municipal property.
- g) Serious violations of the Ontario Human Rights Code.

- h) Violation of other policies in this manual, the result of which could be serious damage to the Township of Limerick's interests or reputation, or injury or significant loss to another employee, councillor or the public.

30-2-2 Nothing in the above policies prevents the Township of Limerick from implementing disciplinary measures for activities, which, while disruptive, do not meet the criteria for prohibited practices.

30-3 Conflict Of Interest

30-3-1 If a potential conflict exists because of an employee's personal or family interest in a property matter, a business or similar circumstance, the Township of Limerick must be advised of this situation immediately in writing.

30-3-2 Once an employee has declared a conflict of interest, it is understood that he/she will be removed from the decision-making process relative to the interest that has been disclosed.

30-4 Other Business Dealings

30-4-1 Employees shall not perform work for a supplier of goods or services to the Township of Limerick, unless prior approval is given by their Department Head in writing. Similarly, Department Heads shall receive prior approval in writing from the Clerk-Treasurer/CAO.

30-4-2 Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.

30-4-3 Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the Township of Limerick.

30-4-4 Employees shall not accept monetary or other payment in addition to their normal salary or expenses for duties, which they perform in the course of their employment.

30-5 Gifts and Benefits

30-5-1 Employees must not place themselves in position where they are under obligation to favour an individual or firm.

30-5-2 Should an employee find himself in a position of conflict referred to in 30-5-2 then they must immediately notify their Department Head and remove himself from the decision making process.

30-6 Use of Township of Limerick Property and Equipment

30-6-1 Employees must not use Township of Limerick property, equipment, supplies or services for activities not associated with the discharge of official duties unless proper authorization has been granted.

30-6-2 Loans of equipment to other organizations will be allowed only in the most unusual circumstances and where the Department Head has given prior approval. Such equipment loans must be reported to the appropriate Council Committee.

30-6-3 Employees shall not use Township of Limerick property, equipment, supplies or services for personal gain.

30-7 Political Activity

30-7-1 Employees shall refrain from involvement in a local government political campaign within the Township of Limerick.

30-7-2 The provisions of section 30-7-1 do not preclude an employee from being a candidate in a municipal election provided the requirements of the Municipal Act are adhered to.

30-7-3 Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

30-8 Staff/Council Relations

30-8-1 Employees shall deal with all members of Council in an objective and impartial manner at all times.

30-8-2 Employees must recognize that elected officials are responsible for the establishment of policy and that employees are responsible for implementation of the directives originating from council.

30-9            Confidential Information

30-9-1           Employees shall safeguard and protect the confidential information of the Township of Limerick and of others to which the employee becomes privy as a result of their employment with the Township of Limerick. Employees shall not disclose or otherwise release such confidential information to any person or agency other than authorized Township of Limerick staff or Officials, at any time during or following their employment, except as required by law.

30-9-2           As a condition of employment, employees may be required to sign a Statement of Confidentiality related to their specific department.

30-10           Dress Code

The Township of Limerick expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances. Department Heads may develop specific dress requirements for their departments.