



Code of ethics and professional conduct for employees of the Town of Rosemère

November 2012

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At a regular council meeting held on November 5, 2012, the Town of Rosemère's Municipal Council adopted its current *Code of Ethics and Professional Conduct for Employees of the Town of Rosemère* in order to provide the latter with clear boundaries for the performance of their functions.

ARTICLE 1: TITLE

The title of the current bylaw is: *Code of Ethics and Professional Conduct for Employees of the Town of Rosemère*.

ARTICLE 2: APPLICATION OF THE CODE

This code applies to every employee of the Town of Rosemère: management, non-union employees, salaried workers covered by the collective agreement and all other employees hired by the municipality in any capacity whatsoever.

ARTICLE 3: OBJECTIVES OF THE CODE

This code seeks to:

- 1) Prioritize the municipality's values.
- 2) Implement standards of behaviour that favour the integration of the aforementioned values.
- 3) Prevent ethical conflicts and, should these arise, help resolve them effectively and with discernment.
- 4) Ensure the application of measures for controlling ethical breaches.

ARTICLE 4: MUNICIPAL VALUES

The values set forth in this code serve as a guide for the conduct of municipal employees, particularly in situations that are not explicitly described in this code or other Town policies.

1) Integrity

Every employee shall value honesty, rigour and justice.

2) Caution in the pursuit of the public interest

All employees shall assume their responsibilities in keeping with their mission to safeguard the public interest with which they have been entrusted. In carrying out this mission, they are required to act with professionalism, vigilance and discernment.

3) Respect of other employees, municipal elected officials and citizens

All employees shall favour respect in their human relations. Entitled to this respect, they also treat all persons with whom they have dealings within the framework of their functions with respect.

4) Loyalty to the municipality

All employees shall seek the best interests of the municipality, within a framework of respect for its laws and bylaws.

5) The quest for fairness

All employees shall treat everyone fairly, within a framework of respect for laws and bylaws.

6) The honour related to the municipal employee's functions

All employees shall safeguard the honour of their position. This presupposes the constant practice of the five aforementioned values: integrity, caution, respect, loyalty and fairness.

ARTICLE 5: INTERPRETATION

5.1 Definitions

All words used in this code retain their usual meaning, except for the following words and expressions:

“Benefit”: includes any gift, donation, favour, reward, service, commission, bonus, token of hospitality, remuneration, payment, gain, compensation, privilege, preference, advantage, profit, advance, loan, reduction, discount or any other useful or profitable item of this nature or any promise of any of the aforementioned benefits.

“Personal interest”: interest to the person involved, either directly or indirectly, financial or not, real or apparent.

ARTICLE 6: RULES OF CONDUCT

6.1 Application

The rules set forth in this article serve to guide the conduct of municipal employees.

6.2 Objectives

These rules are primarily intended to prevent:

1. any situation where the personal interests of the employee can influence his independent judgement in the performance of his functions
2. any situation that could run counter to a government law, regulation, municipal bylaw or directive applying to an employee
3. favouritism, misappropriation, breach of trust or other forms of misconduct.

6.3 Conflicts of interest

6.3.1 All employees are prohibited from acting, attempting to act or omitting to act in a manner that could favour, in the performance of their functions, their personal interests, or, in an abusive way, those of any other person.

6.3.2 All employees are prohibited from using their position to influence or attempt to influence the decision of another person so as to favour their personal interests or, in an abusive way, those of any other person.

6.3.3 All employees are prohibited from soliciting, generating, accepting or receiving, for themselves or any other person, any benefit whatsoever in exchange for adopting a given position.

6.3.4 All employees are prohibited from accepting any gift, token of hospitality or other benefit, regardless of value, which could influence their independent judgement in the performance of their functions, or risk compromising their integrity.

6.3.5 Any gift, token of hospitality or other benefit received by an employee, and which is not of a purely private nature or covered by article 6.3.4 must, when its value exceeds \$50, be the subject of a written declaration by said member to the Town clerk within 30 days of its receipt. This declaration must include an adequate description of the gift, token of hospitality or benefit received, as well as the name of the donor, the date on which it was given, and the circumstances surrounding its receipt. The clerk keeps of public ledger of these declarations.

6.3.6 An employee shall not have a direct or indirect interest in a contract with the municipality.

An employee shall not be deemed to have an interest of this nature in the following cases:

- 1 The purpose of the contract is the person's appointment to a position as civil servant or employee.
- 2 The contract calls for the municipality's supply of services in general.
- 3 The contract calls for the sale or rental of a building under non-preferential conditions.

- 4 The contract of which the municipality has become a party succeeds the rights and obligations of another municipal organization, when the relation of the civil servant or employee to this contract existed prior to this succession and at that time, involved no ineligibility.

6.4 Use of the municipality's resources:

All employees are prohibited from using the resources of the municipality or any other municipal organization for personal purposes or purposes other than activities related to the performance of their functions.

This prohibition does not apply when an employee uses, under non-preferential conditions, resources made available to citizens.

6.5 Use or communication of confidential information

Employees are prohibited from using information of a confidential nature obtained in the performance of, or during his work. This obligation remains in effect for a reasonable period of time after they have ceased working for the municipality. In the case of information relating to the reputation and private life of others, this prohibition remains in effect for all time.

6.6 Breach of trust and misappropriation

Employees are prohibited from diverting, for their own use or that of a third party, goods belonging to the municipality.

ARTICLE 7: PREVENTIVE MEASURES

An employee who believes himself to be placed, either directly or indirectly, in a conflict of interest situation, which is either real, potential or apparent, or which could, in some way, run counter to this code of ethics and professional conduct, must advise his immediate superior.

In the case of the general manager, he must advise the mayor.

ARTICLE 8: VIOLATION AND SANCTION

An employee who has violated a requirement of this code of ethics and professional conduct could be subject, further to a decision by the municipality and any labour agreement, to the application of a sanction in keeping with the nature and seriousness of the violation.

ARTICLE 9: OTHER CODE OF ETHICS AND PROFESSIONAL CONDUCT

This code of ethics is not to be interpreted as restricting the obligations imposed on a municipal employee by a law, bylaw, code of professional conduct, labour agreement, including a collective agreement, a municipal policy or directive.

ARTICLE 10: ENTRY INTO FORCE

These regulations come into force in compliance with the Law. They cancel and replace all previous regulations.