

SCHEDULE A Code of Conduct

A. OVERVIEW

- The Code of Conduct serves as a guide to elected officials, citizen appointees and staff in the conduct of their duties.
- Elected officials, citizen appointees and staff are to work together for the common good of the Town of Halton Hills.
- When representing the Corporation of The Town of Halton Hills, you need to maintain high standards of personal and professional conduct. You must preserve the trust and confidence placed in you by the Corporation and the community by conducting yourself with integrity, competency and impartiality.
- This Code represents general standards. It clarifies the Town's expectations. It does not replace laws or personal ethics.
- The onus is on individual elected officials, citizen appointees and staff to ensure that they adhere to the Code of Conduct.

B. RESPECTFUL WORKPLACE

- Elected officials, citizen appointees and staff are to contribute to a positive, safe and healthy workplace that results in the preservation of equality and creates an environment that supports an individual's physical, emotional and social well-being.
- Interactions with others at the Town will be professional, courteous and respectful whether in person, via phone or on-line.
- Elected officials, citizen appointees and staff are to be reasonable and fair in their interactions with each other and to resolve any differences in a mature and constructive manner.

C. CUSTOMER RELATIONS

- All communications shall be handled in a courteous and respectful manner. An objective and impartial attitude shall be maintained in dealing with all citizens as they have a right to present their views.
- Elected officials, citizen appointees and staff should exercise care when communicating with the media on municipal matters.

D. CONFIDENTIAL INFORMATION

- Elected officials, citizen appointees and staff have access to confidential information by virtue of their position with the Town of Halton Hills.
- Confidential information must not be disclosed or released, by any means, either in verbal or written form, to any person other than to those who are properly entitled to this information.
- The Town's logo (an official trademark), confidential information or information that may be restricted under Freedom of Information laws must not be posted or referred to on any social networking site such as "Facebook" or Twitter or any other internet site without prior authorization.
- Where an elected official or citizen appointee is unsure of the status of information, before making any disclosure they shall discuss it with the Freedom of Information Head, or his/her designate.
- Where staff are unsure of the status of information, before making any disclosure, they shall discuss it with their Department Head. The Freedom of Information Head, or his/her designate, may also need to be consulted.
- Where a member of the public requests information regarded as confidential by the Town of Halton Hills, they must be referred to the Freedom of Information Head, or his/her designate, who will advise them of the formal procedures in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

E. CONFLICT OF INTEREST

- A conflict of interest exists where an elected official, citizen appointee, or member of staff's private financial interests, conflict with his or her public responsibilities.
- Elected officials, citizen appointees and staff shall not:
 - i) engage in outside employment or enterprises that may negatively affect their duties and responsibilities with the Corporation
 - ii) place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part
 - iii) deal with any application, agreement or contract with the Town of Halton Hills for any loan, grant, award, land matter or other benefit

in which they, their relatives, or their employer have a pecuniary interest

- iv) gain personal benefit, directly or indirectly, from any knowledge about Town-related matters
 - v) disclose or release, by any means, confidential information which they have acquired by virtue of their position with the Town for personal or private gain, or for the gain of their relatives, affiliated organizations or their employer
- When a conflict of interest exists, elected officials, citizen appointees and staff must withdraw from direct involvement and refrain from any comment on the issue which might influence the decision.
 - Elected officials and citizen appointees must publicly declare their direct or indirect pecuniary interest. They must refrain from influencing and discussing this matter with their colleagues. They are not eligible to vote on this matter. If this issue is a confidential matter, they should also retire from the meeting.
 - Staff should consult their respective Department Head if they have or sense a possible conflict.

F. GIFTS AND HOSPITALITY

- In order to preserve the image and integrity of the Town of Halton Hills, business gifts should be discouraged. The Town recognizes that moderate hospitality is an accepted courtesy of a business relationship. However, elected officials, citizen appointees and staff should not accept any gifts or hospitality which could create, or be seen to create, any obligation or special consideration to an individual or business.
- There shall be no solicitation of gifts or acts of hospitality in recognition of the fulfillment of municipal duties.
- When in doubt of what is acceptable in terms of gifts or hospitality, the offer should be declined.
- If the refusal of any gift or act of hospitality will strain the Town's business relationship, the Mayor or the Chief Administrative Officer may accept it on behalf of the municipality with the appropriate acknowledgement.

G. MUNICIPAL RESOURCES

- Unless otherwise approved by the respective Department Head, elected officials, citizen appointees and staff shall only use Town property,

facilities, equipment, supplies and services, for activities associated with the discharge of their civic duties.

- Town technology, including computer software and intellectual property, shall be used solely for purposes that benefit the Town and that are directly applicable to the staff members' duties.
- Elected officials, citizen appointees and staff shall not utilize the Town's purchasing activities for the acquisition of personal goods or services.

H. POLITICAL INVOLVEMENT

- Civic resources shall not be used on any election campaign. No individual can hold any campaign-related activities for any election within municipal facilities.
- Staff are discouraged from direct involvement in the Town and Regional election campaigns.
- A member of staff who intends to be a candidate in the municipal election (also involves regional offices) must take a leave of absence and, if elected, must resign their position with the Town of Halton Hills.

I. ENFORCEMENT

- The provisions of The Municipal Act, The Municipal Conflict of Interest Act, and The Municipal Elections Act apply to instances of improper conduct of elected officials.
- The Chief Administrative Officer and Department Heads shall ensure that all employees are aware of this Code of Conduct, and to the best of their ability, that it is followed by all staff.
- Any member of staff who has direct knowledge of a breach of the Code of Conduct shall approach the Chief Administrative Officer in confidence.
- Where it is determined that a member of staff has committed a breach of the Code of Conduct, disciplinary action shall be taken in accordance with the relevant disciplinary procedures (referenced in Article 12, 3. a.).
- Where it is determined that a citizen appointee has committed a breach of the Code of Conduct, disciplinary action up to and including removal from a committee, may be taken by the appointing authority.

J. INTERPRETATION

If any clarification is required of the Code of Conduct of the Town of Halton Hills, elected officials and citizen appointees are requested to consult with the Chief Administrative Officer or Town Clerk.

Staff may wish to seek clarification about the Code of Conduct from their respective Department Head. The Chief Administrative Officer and Town Clerk are also available for consultation.