

The logo for the City of Edmonton, featuring the word "Edmonton" in a white, sans-serif font on a dark blue rectangular background.

Edmonton

CODE OF CONDUCT

The City of Edmonton
Code of Conduct Handbook and Guide

Effective June 2018

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Message from Linda Cochrane

Municipal government truly is the order of government that's closest to its citizens. Thousands of City staff interact with Edmontonians every day. That makes it all the more important that we share a standard of conduct and set of commitments to guide our choices. Our values are what unite us as a community. Coupled with our Cultural Commitments, the City of Edmonton Code of Conduct represents the values we share.

Edmontonians have placed their trust in us. They have made a huge investment in the City's infrastructure and assets, and in us as City employees. We need to take care of that investment and use City equipment and our work time appropriately.

I've spent years working on the front line and as a supervisor and leader at the City of Edmonton. Working for a municipality is a uniquely rewarding occupation, but we all need to understand the responsibilities that come with our jobs.

It is important that every City of Edmonton employee knows our Code of Conduct. It's your responsibility to follow it. If you have questions, talk to your supervisor or any of the contacts listed in the handbook. We are here to support you when you have questions.

A handwritten signature in black ink that reads "Linda D. M. Cochrane .". The signature is fluid and cursive.

Linda Cochrane
City Manager

CODE OF CONDUCT

Why have a Code of Conduct?

The Employee Code of Conduct Directive/ Procedure A1100C and this handbook collectively referred to as the "Code of Conduct" explain the expected rules of behaviour. It states values, provides guidance and recommends action so all employees know exactly what is expected of them. The Code of Conduct creates an environment that encourages a specific standard of behaviour, supports our Cultural Commitments, lessens confusion and promotes equality and respect within the workplace.

Racism in any of its forms is not acceptable in the City workplace. Every employee has the right to a respectful, harassment and discrimination free workplace. As an employee, it's your responsibility to bring attention to any incidents of racism you witness, and to speak out on behalf of fellow employees who may be victims of racism. If you don't feel comfortable addressing the unacceptable behaviour with your coworkers, ask your supervisor for help or consider involving Human Resources.

When all employees are treated equitably – with dignity, respect and trust – they feel valued and are more likely to perform well and to enjoy their jobs. This, in turn, enhances our effectiveness as City employees, and promotes public confidence in the integrity of City services.

The Code of Conduct and its related policies are critical to both our success

and our reputation. All City employees are governed by and required to follow all City policies and directives (including related procedures, handbook, and guidelines).

The information in this booklet is not new to you; it is the foundation upon which this organization is built. This Code of Conduct is simply a reminder of the policies and principles of conduct the City has always embraced.

A complete copy of the Employee Code of Conduct Directive is available on the City's website: www.edmonton.ca/codeofconduct.

How does the code affect me?

The City of Edmonton acknowledges it is only through the commitment of our employees that we are able to deliver quality service and maintain public trust. As our most valued asset, City employees must be above reproach in their professional dealings and must demonstrate the highest standards of behaviour. Being accountable means we are trusted and empowered to embrace our responsibility for our actions, decisions and behaviours. This is because working together, aligned with Council's vision, we enable a better life for all Edmontonians. We are accountable to the City, City Council and the citizens of Edmonton. It is with this in mind that every City employee is expected to be aware of, and comply with the Code of Conduct, Respectful Workplace Directive and other policies and directives that govern employee behaviour.

CODE OF CONDUCT

Disclosure

If you think you may be in violation of the Code, address the situation and make full and prompt disclosure to your supervisor. Any suspected non-compliance by another employee must also be promptly reported to your supervisor.

Anyone who knowingly makes a false accusation about non-compliance will be subject to disciplinary action.

Ethical questions

The Code of Conduct can't outline every situation or relationship that might create a conflict of interest. Each of us must understand and apply basic ethical standards ensuring our behaviours and actions do not violate an employee's basic duty of loyalty to the City. Rest assured that all of us, at some point, are faced with ethical dilemmas and must struggle to find an answer to the question, "What is the right thing to do?"

When in doubt, talk to your peers or to your supervisor(s). If you can't arrive at an answer or if your issue is too sensitive to discuss with a peer or supervisor, feel free to access the following City resources for advice:

- + Any supervisor
- + Any manager
- + Deputy City Manager(s)
- + City Manager
- + City Auditor
- + Labour Relations or other Human Resources representatives

- + City Chaplain
- + FOIP coordinator
- + Corporate Security
- + Employee Assistance Program Provider

Employees always have the option of speaking to any of the supervisors, managers, or leaders in the organization to get advice and guidance on the Code of Conduct. Find someone you are comfortable speaking with and get the information you need.

2.0
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EIGHT KEY GUIDING PRINCIPLES

Eight Key Guiding Principles

There are eight key guiding principles identified in our Code of Conduct, related to different aspects of our conduct as City employees.

The eight key guiding principles of our Code of Conduct are:

- + City Time and Assets
- + Personal Conduct
- + Personal Gain, Benefit, or Favouritism
- + Gifts and Gratuities
- + Use, Collection, and Disclosure of Information
- + Other Employment
- + Political Activity
- + Appearances Before Council

3.0

CITY TIME & ASSETS

We will use and permit the use of City time and assets only for the performance of City duties or as approved by our supervisors. We will safeguard and protect City work time and assets. We will not use any City asset, including e-mail, Internet services, or any other electronic communication devices, if the use could be offensive or inappropriate. Further, employees must devote themselves exclusively to the performance of their employment duties during paid working hours.

What Does This Mean?

City employees are required to care for City assets which include all property, equipment, software, information and time. City assets may only be used for City purposes or as approved by your supervisor.

Why is this important?

The City, like any organization, cannot afford to waste time, money or resources. We serve all the citizens of Edmonton and our work is paid for by their tax dollars. To do our jobs properly, we need to have all resources available at all times. Whether the asset in question is work time, a City vehicle or a computer, it must be ready and available to do the assigned task.

Things To Do

- + Respect City assets and take proper care of them
- + Use City assets only for City work
- + Reimburse the City promptly for any personal costs (long distance calls, photocopying)
- + Obtain approval for exemptions

Things Not To Do

- + Take home City assets for personal use without prior approval
- + Use your City vehicle for personal business
- + Install personal software on City computers
- + Download software on City equipment without prior approval

- + Store large amounts of non-work-related data on City computers
- + Access, communicate, distribute or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or sexually explicit material on City computers
- + E-mail or use of any other electronic communication devices for non work-related material without permission from your supervisor

The City has no tolerance for abuse of its e-mail, Internet connections or any other electronic communication devices that could be deemed as offensive or harassing, such as hate material, racial and ethnic slurs, Internet gambling and sexually explicit material. Accessing, creating, viewing, sending or downloading of inappropriate material will be dealt with severely. Any violation will result in discipline up to and including termination of employment.

Tips to Secure and Protect City Assets

Security is everyone's business and we all have a role to play:

- + Keep your ID card secure and visible.
- + Engage strangers and visitors not wearing ID cards.
- + Use customer service skills to engage unknown persons, such as "How may I help you?" or "Let me take you to that person."
- + Prevent unauthorized access.
- + Escort visitors to and from entry points.
- + Do not prop secured doors open.
- + Protect and secure all sensitive information. Devices and records should never be left unattended.
- + Do not download confidential information such as credit card numbers, personally identifying information, confidential third party or City information to your personal phone or other device without permission from your supervisor.
- + Lock filing cabinets, portable devices, documents and computers before you leave.
- + Do not respond to spam.
- + Have a good, strong password.
- + Use only City-supported USB drives.
- + Report crimes in progress to **911**, if after the fact call EPS at **780-423-4567** and Corporate Security at **780-496-8888**.

Frequently Asked Questions

Q Can I photocopy my son's hockey schedule for him and his teammates?

A One or two copies is not an abuse of City assets. Multiple copies, or repeated use of City equipment, require supervisor approval and reimbursement to the City.

Q Can I help myself to things the office is throwing away or declaring surplus?

A No. Articles in the garbage are still considered City assets. If you are interested in purchasing an item that has been declared surplus, contact the City's Asset Recovery Area.

Q Can I use the Internet at work to plan my vacation and book my airline tickets?

A Yes, provided you do it on your own time (i.e. lunch, coffee breaks), there are no costs to the City and your activity does not place City computer systems at risk.

Q Is it appropriate to sell chocolates or raffle tickets or collect money for charitable associations at my work site during normal working hours?

A This is acceptable, subject to approval by your immediate supervisor.

Q Can I access City assets for occasional personal use? What about infrequent phone calls? Can I call my child's daycare or make a medical appointment?

A Yes. Incidental use of City assets for personal reasons is allowed as long as there is no negative impact on your performance, no abuse of paid work time or no added cost to the City. This includes telephone and cellular phone use.

Q I have to take a City vehicle home at night. If the grocery store is not out of my way, can I stop in the City vehicle?

A No. Employees who are provided with a vehicle for City work are expected to use the shortest route between their assigned work location and their residence, without stopping for private purposes.

Q Can I do personal work at my workstation during lunch hour?

A Incidental use of your work station is permissible as long as you are doing the work on your own time and there is no cost to the City.

Q What should I do if I receive chain letters or offensive jokes and pictures at my work e-mail address?

A Delete them immediately and tell the sender to stop sending them to your City address. You should also consider informing your supervisor depending on the frequency or content of the emails. We are all responsible for ensuring the City's email and systems are used appropriately.

Q What should I do if I see an employee siphoning gas from a City vehicle?

A Report the incident to your supervisor or to Corporate Security.

Related Resources

- + Acceptable Use of Communication Technology A1429D
- + Corporate Records and Information Management Directive A1410C
- + Fraud and Whistleblower Protection Administrative Directive A1464
- + Handling City Money A1200C
- + Hiring Directive A1104A
- + Operating City Vehicles and Equipment Directive A1416A

4.0

GIFTS & GRATUITIES

We will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

What does this mean?

Employees must not give or receive gifts in exchange for actual or perceived special consideration or favours.

Why is this important?

Although most gifts come with no strings attached, there is always the chance that something is expected or perceived to be expected in return.

Things To Do

- + Use the smell test before accepting any gift or gratuity. Consider how the acceptance of the gift would be perceived by the media, Council and a company's competitors.
- + Refuse cash tips or in kind gifts.
- + Decline gifts that could be viewed as an exchange for a favour.
- + Decline gifts from potential vendors or interested parties during or in anticipation of the purchasing or tendering process.
- + Decline the gift or ask your supervisor if you are unsure.

Frequently Asked Questions

Q The City is in the process of awarding a contract and I am involved in the decision process. One of the bidders has offered to take me to an Oilers' game. Can I accept the invitation?

A No. The perception is that the bidder could be given special consideration or favours in return for the ticket(s).

Q I'm a collector in Waste Management. Some of the seniors on my route like to give me a cash tip at Christmas. I don't want to be impolite by rejecting what is a kind and sincere gesture. How should I respond? Can I accept any gifts?

A Politely explain that you appreciate the gesture but the City already compensates you. It is unacceptable to accept cash, loans, free services or individual discounts but civic employees may accept:

- + Small holiday gifts showing appreciation (cards, cookies, chocolates)
- + Advertising material (calendars, scratch pads, disposable pens, t-shirts, caps)
- + Corporate discounts that are available to all City employees
- + Protocol items (symbolic or ceremonial gifts)

Q The City paid for me to attend a conference and I won a door prize. Can I accept it? Can I accept an honorarium?

A You can accept the door prize but if the prize is of significant value, you should advise your supervisor. You are not permitted to accept a cash honourarium.

Q I am helping to organize my department's annual golf tournament. Can I solicit local merchants for prizes? Can I solicit other departments for prizes?

A Yes, with permission from your Deputy City Manager. You can solicit local merchants as long as you do not use a City vendor list. You can also approach other City departments for prizes; however, please be aware the departments are the stewards of the assets within their control and your request will be considered in the same way as one from an external person or organization.

Related Resources

- +** Fraud and Whistleblower Protection Administrative Directive A14654

CODE OF CONDUCT

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5.0

PERSONAL CONDUCT

We will perform our duties with honesty and integrity and in a manner that is helpful, respectful and courteous. We will not behave in a manner that could result in a conflict of interest.

What Does This Mean?

Employees will do their jobs to the best of their ability, conduct themselves appropriately and will be considerate and helpful to all people, both internally and externally.

Why Is This Important?

It takes the effort of each and every employee to make the City of Edmonton a great place to live, learn, work and play. The best way to maintain good working relationships is to treat every person the way you want to be treated.

This is particularly important for municipal employees because the public often sees us as ambassadors for the City and this is reflected in the Cultural Commitment – Accountable. We must be seen to be taking care of the City's assets and its citizens. As such, it is our responsibility to care for the community and to make sure Edmontonians get the best value for their tax dollars. This means working to maintain the public's confidence by acting courteously and responsibly and by providing the best possible level of service.

Things To Do

- + Practice common courtesies, such as "please" and "thank-you"
- + Treat people as you want to be treated
- + Represent the City in a positive way
- + Be honest with people

- + Make every person feel important
- + Take on a customer-service focus
- + Exercise diplomacy and tact when dealing with difficult people
- + Respond promptly to requests for information or assistance

Frequently Asked Questions

Q Do I have to follow the Code of Conduct when I'm off duty but still in my City uniform?

A Yes. When you are in uniform, the public identifies you as a City employee and may assume you are performing City duties.

Q Can I use social media venues such as Twitter, Facebook or my personal blog to voice my opinions about Council decisions, fellow employees or my workplace?

A No. If it is reasonable that you could be identified as a City employee, you may not voice personal opinions in public forums. Your social media accounts have personal profile pages and that information can be used to identify you as a City employee.

Q In my job, I'm in regular contact with angry people. How do I deal with abusive and profane language?

A Pay genuine attention to the person and project a positive, courteous attitude. Be helpful and do what you can to resolve the issue. If the aggressive behaviour continues despite your best efforts, ask your supervisor for help and consider involving Corporate Security.

Q *Can I stop for a beer on my way home from work if I'm wearing my City uniform?*

A No. Although you are on your own time, your uniform leads people to believe otherwise.

Related Resources

- + City of Edmonton training courses through the School of Business:
 - + Dealing with Difficult People
 - + Emotional and Social Intelligence
 - + Professionalism
 - + Conflict Resolution Using Thomas–Kilmann Instrument
- + Corporate Vision, Mission and Values
- + Cultural Commitments
- + Drug and Alcohol Directive A1128
- + Duty to Accommodate Disabilities Directive A1126
- + Fraud and Whistleblower Protection Administrative Directive A1464
- + Hiring Directive A1104A
- + Respectful Workplace Directive A1127

CODE OF CONDUCT

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6.0

PERSONAL GAIN, BENEFIT OR FAVOURITISM

We will remove ourselves from any decision process that may result in a real or perceived personal gain or benefit. We will remove ourselves from situations where there is a real or perceived risk of favouritism. We will use information collected by the City for purposes consistent with the use for which it was collected. When we have access to confidential information relating to any competition open to the public, we are ineligible to compete.

What Does This Mean?

Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism or benefit. Awarding of City tenders, employment opportunities, land sales and disposal of surplus assets will be carried out impartially – without any advantage or favouritism to themselves or others.

Why Is This Important?

All City business must be conducted fairly and impartially.

Employees are compensated for their services with tax dollars. A City employee should not benefit from his or her job beyond the compensation paid for the job.

Things To Do

- + Use information only for the purpose for which it was collected.
- + Remove yourself from any decision process that may result in actual or perceived personal gain, benefit or favouritism.

Frequently Asked Questions

Q My sister just bid on a City contract in my work area. What should I do?

A You must disclose your relationship to your supervisor at the beginning of the process. If you are in a position to evaluate the bid, influence the selection of the successful bidder or manage the bidder's performance, there is a potential conflict of interest. Your supervisor must ensure you are not involved in the decision-making process and do not have access to information regarding the process which could be used to influence decision makers.

Q In my job, I drive a City pickup truck that is being declared surplus. Can I buy it?

A Yes. Once the City has properly declared the truck surplus and it is available for sale to the public at large, you may make an offer to buy it. You will not get any greater consideration in the sale process than any other citizen offering to purchase the vehicle through an open sale process.

Q My brother-in-law is qualified for a job I directly supervise. Can he be hired for that position?

A No. According to the Hiring Directive A1104A, immediate family members may not work in the same section, branch or department where direct supervision would create a conflict.

Furthermore, no one may be hired, transferred or promoted to a position in which a relative can be perceived to have

influence over their promotion or supervision.

Q I work in Financial and Corporate Services and my brother has a consulting agreement with another department. What should I do?

A Nothing. Since you were not involved in the decision process that awarded his contract and do not have any involvement with that business, there is no conflict.

Q I have started a romantic relationship with my supervisor. What should I do?

A The City discourages workplace relationships which can result in conflicts of interest, complaints of favouritism, claims of sexual harassment and other employee morale problems. In this situation, you and your supervisor must promptly disclose this relationship to the manager of your work area. The manager must take steps to address the supervisory-subordinate working relationship in order to remove actual or perceived favouritism along with any other potential conflicts. This may include modifying the reporting relationship and/or a change in position for one or both employees involved.

Related Resources

- + Contract Management Directive A1205
- + Fraud and Whistleblower Protection Administrative Directive A14654
- + Hiring Directive A1104A

CODE OF CONDUCT

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7.0
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USE, COLLECTION & DISCLOSURE OF INFORMATION

We will only use, collect and disclose information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP Act) and only for the purposes of carrying out City duties.

What Does This Mean?

Many employees have access to personal information about other employees or access to confidential commercial or financial information of members of the public. This information must be kept confidential and secure, and must only be used for the purpose for which it was collected.

Why Is This Important?

Employees have a responsibility to maintain and to protect confidential business or financial information of the public and information accessed about identifiable individuals. This includes but is not limited to:

- + Name, address, telephone number
- + Race, ethnic origin
- + Age, sex, marital or family status
- + Medical history
- + Employment history
- + Personal opinions about identifiable individuals

The Freedom of Information and Protection of Privacy Act (FOIP) governs the way Alberta municipalities use, collect and disclose information. Employees are required to keep all personal information and all confidential business or financial information of the public confidential and to use it only for the purpose for which it was gathered. The City cannot disclose this information without permission and employees are not allowed to use it for personal gain or benefit of any kind.

Employees should consult with City's FOIP personnel about use, collection or disclosure of personal or confidential business information if they have any questions.

Things To Do

- + Maintain confidentiality
- + Keep information secure
- + Use information only for the purpose for which it was collected
- + Contact your FOIP coordinator for assistance on how to use, collect and disclose information

Frequently Asked Questions

Q I have been asked to give a job reference for a former City employee. Can I share my opinions about this individual?

A Yes, with the employee's permission.

Q Can I access another employee's file?

A You may only access another employee's file for work-related purposes and only if you are authorized to do so. You may only access other employees' files as much as is necessary to fulfill your job duties.

Q I operate a small, home-based business that sells baby clothes. In my job, I have access to personnel files and I've noticed a few City employees are on maternity leave. Can I call them at home to let them know I'm in business?

A No. Employees provide their phone numbers and family information to the City for work-related purposes. It is a severe breach of conduct to use this information for anything other than City work.

Q I handle the Human Resources files for my office and discovered my co-worker's 40th birthday is coming up. Can I plan a surprise party?

A No. If you found out about the birthday through City records, the information is considered confidential and cannot be shared with colleagues or used to plan a party.

Q I have information that suggests a contract was not handled according to City policy. Should I tell the public or the media?

A No. This information must be directed to your supervisor or Deputy City Manager.

Related Resources

- + City of Edmonton training course FOIP in the City
- + Corporate Records and Information Management Directive A1410C
- + FOIP Act
- + FOIP Bylaw
- + FOIP Coordinators
- + Acceptable use of Communication Technology A1429D
- + Privacy Breach Directive A1445
- + Privacy Directive A1433
- + Protection of Mobile Sensitive Data A1444
- + Video Surveillance in Public Areas A1435

FOIP Coordinators

Requests for information can be made directly to the department or to the Office of the City Clerk.

*Office of the City Clerk
3rd Floor, City Hall
1 Sir Winston Churchill Square
Edmonton, AB, T5J 3P4*

P: 780-496-8178

F: 780-496-8175

E: foip@edmonton.ca

Each department with the City of Edmonton has one or more FOIP Coordinator. To find the coordinator in your area search [onecity](http://www.edmonton.ca/city_government/city_organization/foip-coordinators.aspx)

Onecity pathway: http://www.edmonton.ca/city_government/city_organization/foip-coordinators.aspx

8.0

OTHER EMPLOYMENT

We will only engage in other employment that does not conflict with our City duties or the Code of Conduct or put us in competition with services provided by the City.

What Does This Mean?

Other employment is permitted, but only with organizations not in direct competition with the City.

Why Is This Important?

During paid working hours, your priority must be to City service, above all other financial interests. City employees are expected to be loyal to the City. You cannot have other employment that undermines your ability to perform your City duties effectively or conflict with those duties.

Things To Do

- + Refuse work from the City's direct competitors
- + Get written approval from your Deputy City Manager or disability plan administrator before you accept outside employment during a leave of absence

Frequently Asked Questions

Q I'm off work and receiving disability benefits. I can't do the heavy, physical labour my City job demands but I can run my home-based bookkeeping business. Is this a violation?

A Yes. Your disability management consultant must approve all outside employment while you're on disability leave.

Q I work as a mechanic for the City of Edmonton and would like to get a part-time job as a mechanic. Is this permissible?

A Yes. You can take the job as long as the service is not in direct competition with the City and the service is not performed on City time.

Related Resources

- + Attendance Management Directive A1108B
- + Collective Agreements
- + Discipline of City Employees Directive A1112A
- + Duty to Accommodate A1126

9.0

APPEARANCES BEFORE COUNCIL

We will not appear before City Council, or its committees and boards, on matters affecting an external organization, where we have any involvement that could be considered a conflict of interest.

What Does This Mean?

Employees who appear before City Council, its committees or boards on "behalf of an outside organization must declare their involvement to the Office of the City Clerk as well as to their Deputy City Manager.

Why Is This Important?

If you are in a position to advise City Council, its committees or boards, your interest in a particular issue could be seen as favouritism or conflict of interest. It must be clear to everyone involved that your outside interests, volunteer work or other personal activities are not related to your position as a City representative.

Things To Do

- + Let people in your community group know about the City's Code of Conduct and in particular, that you must be careful to ensure you avoid any possible conflict of interest with your duties as a City employee.
- + Advise the Office of the City Clerk as well as your Deputy City Manager of any appearance that may cause conflict between your job duties and outside activities.

Frequently Asked Questions

Q I belong to a non-profit organization. May I appear before City Council on its behalf?

A Yes. You have the right to appear, on your own time, before City Council, its committees and boards on behalf of public groups, such as community leagues, athletic organizations and charitable organizations. You also have the right to appear as a taxpayer, elector or owner on issues specified in the Municipal Government Act.

Q May I appear before City Council on behalf of my private company?

A Yes. However, you must appear on your own time and declare your involvement to the Office of the City Clerk as well as to your Deputy City Manager prior to the appearance.

Related Resources

- + Discipline of City Employees Directive A1102

10.0

POLITICAL ACTIVITY

We must not engage in any political activity or electioneering during normal working hours at our place of work without the written permission of our Deputy City Manager.

What Does This Mean?

Political activities, such as canvassing, campaigning and fundraising, that aim to advance an individual's or group's political interests will not be permitted in the workplace during normal working hours. All employees have the right to take part in political activity and electioneering, but only on their own time.

Why Is This Important?

The fact that we work for a municipal government presents a unique situation; our workplace is a highly political environment where opinions vary widely and strongly and can be a source of potential conflict. Furthermore, political discussions make many people uncomfortable. In order to respect all beliefs, political activity is not allowed in the workplace. Political views and activities are important to many employees, but the work environment and time should be devoted to City business.

Things To Do

- + Get written permission from your Deputy City Manager before you engage in any non-work activity at your place of work.

Frequently Asked Questions

Q Can City employees run for political office?

A Yes. Procedures for this situation are outlined in City Directives related to Leaves of Absence and the Local Authorities Election Act.

Q Can I campaign for a union position at my work site?

A All political activity and elections in the workplace, including union elections, require the approval of your Deputy City Manager.

Q Can I wear a badge with a political statement while I perform my City duties?

A No. Political propaganda is not permitted at your place of work.

Q My spouse is running for political office. Can I accept contributions to the campaign while I'm at work?

A No. City employees are not permitted to raise or to contribute funds to political campaigns while at their place of work.

Related Resources

- + City Directives (Leave of Absence)
- + Labour Relations or other Human Resources representatives
- + Local Authorities Election Act
- + Municipal Government Act

11.0

SMELL TEST

Each of us make work-related decisions everyday. Sometimes, outside interests can make these decisions more difficult. When in doubt about what to do, ask yourself the following questions.

Questions to consider are:

1. Will this result in a personal gain or benefit?
2. Could an outside person, co-worker or the media perceive this action as unethical?
3. Will I owe somebody something as a result of this action?
4. Was this gift/action intended to influence my decision?
5. Would I hesitate to take this action or to allow my employees to take this action in my own company?
6. Could my comments on social media or in a public forum be considered negative, derogatory, discriminatory or be taken as a criticism of the City of Edmonton or a fellow City employee?

- + Corporate Security
- + Employee Assistance Program Provider

Employees always have the option of speaking to any of the supervisors, managers, or leaders in the organization to get advice and guidance on the Code of Conduct. Find someone you are comfortable talking to and get the information you need.

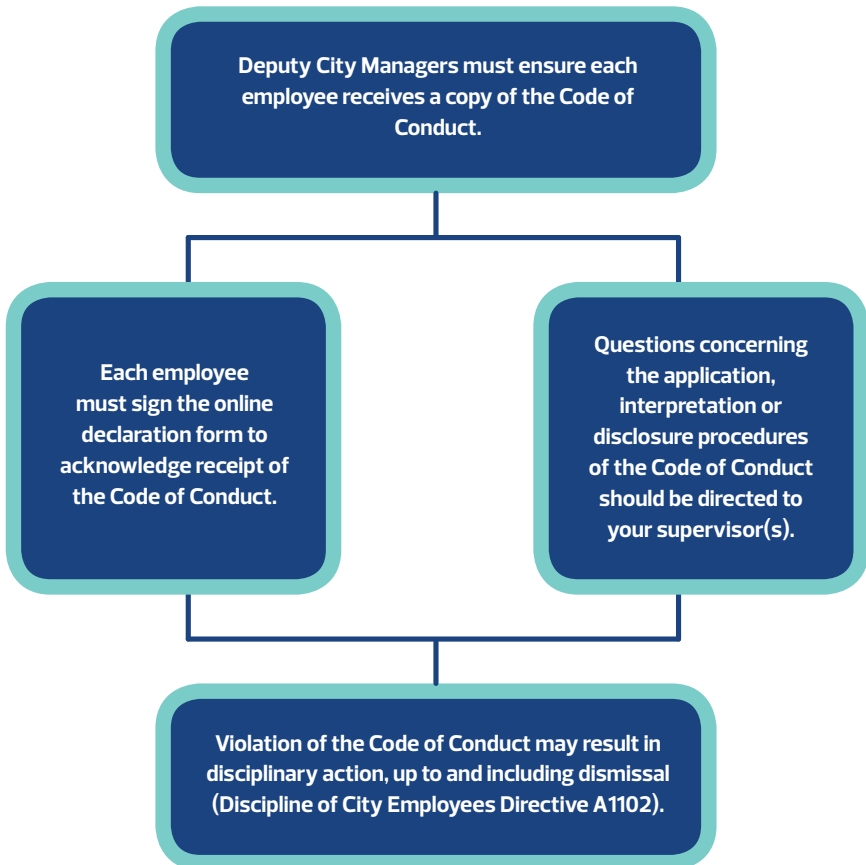
If you answered "yes" to any of these questions, you may have an ethical dilemma. Change your actions or seek advice. If you're still not sure, ASK again and keep ASKING until you get an answer. A simple rule – "if in doubt, don't." You are encouraged to access the following City resources for advice:

- + Any supervisor
- + Any manager
- + Deputy City Manager(s)
- + City Manager
- + City Auditor
- + Labour Relations or other Human Resources representatives
- + City Chaplain
- + FOIP coordinator

Professional Codes of Conduct

Employees with professional affiliations – accountants, lawyers, engineers, auditors, safety officers, and social workers – may be subject to more than one code of conduct. If a situation arises that may cause conflict or confusion between the applicable codes, consult with your supervisor.

Compliance



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