



## Town of Pelham

### Human Resources Policies: Solutions Manual

Policy Title:	Code of Ethics	
Last Updated:	September 3, 2013	S 600-03

#### HOW MIGHT WE:

**How Might the Town of Pelham** ensure its employees adhere to the highest standards of professionalism, integrity and impartiality?

#### KEY FACTS:

##### **Employment Standards:**

There is no standard regarding a *Code of Ethics* in the *Employment Standards Act, 2000*.

##### **Municipal Elections Act:**

The Town of Pelham will comply with all guidelines relating to *Political Activity* as outlined by the *Municipal Elections Act, 1996*.

#### SOLUTION STATEMENT

All municipal employees are expected to act in the best interests of the Town of Pelham.

##### **Use of Municipal Property:**

The Town of Pelham's property shall not be used by Town employees for personal use unless prior approval is secured from the Department Director/CAO in writing.

##### **Political Activity:**

There are two types of Political Activities:

1. Supporting or opposing a political candidate and/or political party. For instance, door to door campaigning, placing a sign on your lawn, or making phone calls on behalf of a candidate.
2. Seeking nomination or being a candidate in an election.

The Town of Pelham discourages its staff members from direct involvement in local municipal and regional election campaigns. Employees are strictly prohibited from the following:

- engaging in any form of political activity at the workplace or during work hours, with the exception of voting in an election;



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- wearing or displaying at the workplace anything that supports or opposes a candidate or party;
- using corporate resources, including supplies, equipment, email or services for the purposes of any political activity; and
- soliciting funds for a party or candidate.

An employee may involve himself/herself in a non-municipal election campaign unless it will affect their performance in job duties. Employees may exercise their civic right to run for public office, as long as they can make appropriate arrangements to effectively discharge their duties during the course of their political involvement; taking a leave of absence in accordance with the provisions of the *Municipal Elections Act, 1996*. It is the duty of The Town of Pelham to remain objective and neutral regarding election campaigns.

### **Gifts and Benefits:**

Elected officials and Town employees shall not accept money or other considerations or favors from anyone other than the Town for the performance of an act which they would be required or expected to perform in the regular course of their duties; nor shall such persons accept any gifts, gratuities, or favors valued at \$50 or more which might be perceived or interpreted as an attempt to influence their official actions because of their official position.

Gifts valued at over \$50 shall become the property of the Town of Pelham. Employees are under an obligation to consult with their Department Directors/CAO/Council as appropriate regarding accepting specific gifts and benefits.

The gifts policy does not apply to gifts received for speaking/presenting or work performed at conferences, professional associations or non-profit community groups.

### **Compliance:**

The Code must be observed by all employees and Supervisors are obliged to ensure that employees are aware of the Code.