



POLICY

Code of Ethics	
Policy Number: 130-018	Supersedes Policy Number: 8-10
Effective Date: 2008-10-20	Approved by Council (Meeting Date): 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to ensure that Town of Wolfville employees:

- a) are aware of what constitutes a conflict of interest or breach of trust; and
- b) are aware of the level of conduct and integrity which is expected of Town of Wolfville employees

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Nova Scotia Municipal Government Act (MGA)
- 3.2 Code of Ethics SOP 130-815

4.0 Definitions

- 4.1 **Code of Ethics** is a written set of guidelines issued by the Town of Wolfville to its employees to help them conduct their actions in accordance with the Town of Wolfville's primary values and ethical standards.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) provide Town of Wolfville employees with guidelines for identifying potential conflicts of interest and breaches of trust



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- b) help ensure that Town of Wolfville employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- c) promote high standards of professional conduct and values among Town of Wolfville employees

5.2 Responsibilities of Town Employees and Officials

- a. Town of Wolfville employees and public officials are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the bylaws of the Town of Wolfville as well as all applicable federal and provincial laws. As public servants, they must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.
- b. **Dedicated Service:** All officials and employees of the Town of Wolfville should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, officials and employees should strive to perform at a level which is expected of those who work in the public's interest.
- c. Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full co-operation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- d. **Soliciting Appointments:** Soliciting members of Council directly or indirectly in order to obtain preferential consideration in connection with any appointment to the Town of Wolfville service will disqualify the candidate from further consideration for the appointment.
- e. **Use of Public Property:** No employee will request or permit the use of Town of Wolfville-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- f. **Obligations to Citizens:** No employee will grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- g. **Conflict of Interest:** No employee, whether paid or otherwise, will engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgement or action in the performance of their official



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duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. Over and above the provisions below, employees shall follow the provisions of Conflict of Interest found within the Municipal Government Act of Nova Scotia. The following are situations which constitute conflicts of interest for Town of Wolfville employees:

- **Incompatible Employment:** No employee will engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their official duties or would impair his/her independence of judgement or action in the performance of his/her official duties.
- **Disclosure of Confidential Information:** No employee will, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Town of Wolfville; nor will he/she use such information to advance the financial or personal interest of him/herself or others.
- **Gifts and Favours:** In keeping with established private-public business practices, no employee will show favouritism or bias toward any vendor, contractor, or others doing business with the municipality. Employees are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their official duties.
- **Representing Private Interests before a Town of Wolfville Agency:** No employee whose salary is paid in whole or in part by the Town of Wolfville will appear on behalf of private interests before any agency or court of the Town of Wolfville without the consent of the Chief Administrative Officer. The employee will not represent private interests in any action or proceeding against the interests of the Town of Wolfville or in any litigation to which the Town of Wolfville is party. Furthermore, no employee will accept compensation or a retainer, which is conditional upon the actions of a Town of Wolfville agency.
- **Contracts with Town of Wolfville:** No officer, agent or employee of the Town of Wolfville will have any interest, direct or indirect, in any legal Town of Wolfville contract issued by him/her or by any public committee, board, commission or department of which they are a member, agent, or employee.

However, an officer, agent, or employee of the Town of Wolfville may enter into a legal contract with the Town of Wolfville or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:



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- they are not authorized by law to act on behalf of the Town of Wolfville or any agent thereof in the awarding of the contract
 - the tender is let in a written, public, and openly competitive manner

 - all bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract
- h. **Disclosure of Interest:** Any Town of Wolfville employee who has a financial or personal interest in any proposed Council legislation, and who participates in discussion with or gives an official opinion to Council, will disclose on the records of Council the nature and extent of the interest.
- i. **Political Activity:** No employee of the Town of Wolfville will perform work, either volunteer or paid, on behalf of any political party or candidate during his/her hours of employment with the Town of Wolfville.

5.3 Reporting Breaches of this Code

Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to bring their concerns to the Chief Administrative Officer or Town of Wolfville Council. No adverse action will be taken against any employee who, acting in good faith, brings forward such information.

5.4 Corrective Action

Violation of this Code of Ethics Policy by a Town of Wolfville employee may constitute a cause for corrective action (see Employment Conduct Policy #8-20). Any reported violation of this policy will be subject to investigation by the Chief Administrative Officer and/or Council in the case of the Chief Administrative Officer. If an investigation finds an employee guilty of a breach of the Code of Ethics Policy, the corrective action pursued against the employee will be commensurate with the nature and severity of the violation.

5.5 Revisions

The Town of Wolfville's Code of Ethics Policy and/or the sections contained therein will be reviewed and amended by Council, as recommended by the Chief Administrative Officer, as required.



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5.6 General

When administering this policy, employees must adhere to the Municipal Government Act (MGA) or any other provincial Acts governing the Town of Wolfville and all relevant legislation pertaining to the subjects covered in this policy. The administration of this policy is further subject to the provisions of applicable collective agreements for unionized Town of Wolfville employees.

CAO

2015-12-15

Date