Winnipeg

CITY OF WINNIPEG POLICY NO. XXX-XXX

POLICY TITLE *Code of Conduct*	**ADOPTED BY** *City Council*	**EFFECTIVE DATE** *July 2, 2019*
ORIGIN / AUTHORITY *EPC, Council*	**CITY POLICY NO**	**MOST RECENT CONSOLIDATION** *March 21, 2001*

1. Purpose:

The purpose of the Code of Conduct policy or ("the Code") is to provide important information and education to employees. It outlines our core values, behavioural expectations, and examples of the conduct that we expect from all City of Winnipeg employees.

To provide clarity on expectations and the process for each policy, the City of Winnipeg has separated the Code of Conduct and Conflict of Interest into two (2) distinct documents.

2. Definitions:

2.1 "Employees" means all workers, including but not limited to, employees, students, and volunteers performing duties for the City of Winnipeg.

2.2 "Public Service" means the workforce of the City.

2.3 "Conflict of Interest" means an employee is in a conflict of interest situation when private or personal interests improperly influence, provide benefit to, could reasonably be perceived or be foreseen to improperly influence the performance of their duties. A conflict of interest in itself is not a problem, unless it is not disclosed and is left unaddressed. Ultimately, these situations must be resolved in favor of the City of Winnipeg.

3. Policy Expectations

As a City, we expect that our employees demonstrate appropriate behaviours while they do their jobs for the City; demonstrating good judgement, maintaining positive interactions with others, and using respectful communication and conduct. These five (5) core values create the foundation for these behaviours and will help to guide the actions of our employees:

- ✓ Integrity
- ✓ Diversity
- ✓ Respect

- ✓ Accountability
- ✓ Quality

These core values help to guide us when making decisions and allow us to stay focused on civic, organizational, department, and professional development goals.

3.1 We expect that employees demonstrate **integrity** in their actions. Integrity means behaving honestly, and being trustworthy in all circumstances, even when no one is watching. Our City residents expect and deserve transparent disclosure and good conduct from the people working for the City.

3.2 We expect employees demonstrate a commitment to **diversity** in their actions. Diversity in the workplace is recognition that regardless of human rights characteristics, such as, race, gender, ethnicity, age, religion sexual orientation, citizenship status, military service, mental and physical abilities, our differences make us a stronger organization. Inclusion is the behaviours that welcome, embrace, and accept diversity in o the workplace.

3.3 We expect that employees demonstrate **respect** in their actions for our residents, colleagues, customers, equipment, and the workplace. Respect means treating everyone with dignity and acknowledging their value as individuals by hearing their opinions, extending them courtesy, working respectfully with them, and offering professional services.

3.4 We expect that employees demonstrate **accountability** in their actions. Accountability is the willingness to take responsibility for one's own actions. It means establishing expectations of oneself, managing your own personal conduct, and accepting consequences for your actions. This also includes treating City equipment, resources, and property with care, not misusing materials, tools, and technology and always accounting for paid work and travel time properly in the course of your work.

3.5 We expect that employees demonstrate **quality** in their work and the decisions they make. Quality means providing good, efficient, and effective public services to the residents of Winnipeg, to our co-workers, and as individuals working for the City. This means doing our jobs to the best of our ability, accessing and using the tools available to do a thorough job, demonstrating pride and quality in our work, and offering value added service to the organization.

To further support an understanding of expectations, a list of positive and negative behaviors, examples of common situations and the answers related to code of conduct situations is attached in the appendices called "Learning Support Document".

4. Responsibilities

4.1 Employees:

Employees are required to read, understand, apply, and comply with the Code of Conduct policy, and any other legal or legislated requirements applicable to their position. In addition, employees are required to disclose when issues related to the Code exist, work to resolve issues, and ensure their personal conduct meets the requirements at all times.

4.2 Supervisors:

Supervisors are responsible for orienting and educating employees on the Code of Conduct and will endeavor to ensure that their employees are supported as required. In addition, supervisors are required monitor the workplace for on-going compliance and work to resolve any issues identified with applicable staff.

4.3 Human Resources:

Human Resource Services (HR) is responsible for supporting the Supervisor and the employee to ensure they have access to information pertaining to the Code of Conduct. Together they will ensure that any complaints related to the Code are dealt with appropriately. They will work with the Supervisor to ensure a fair review is conducted and that all follow-up documentation is complete.

5. Appendices

5.1 Appendix A – Code of Conduct