

Title: Code of Conduct	Policy: HR 003
Section: Human Resources	

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County is committed to a high standard of professionalism and expects their employees to conduct themselves accordingly in a way that demonstrates integrity to their service to the public.

POLICY STATEMENT

Flagstaff County employees or representatives will demonstrate excellence in the delivery of services that reflect Council approved direction.

We will strive to represent our organization and the community positively in our conduct and behaviours and commit to demonstrating honesty, integrity, and respect in all that we do.

It is the responsibility of all who work for or represent Flagstaff County to regulate their conduct accordingly and in conformance with the following guidelines. Every employee is expected to be aware of and act in compliance with this code. Violation of the following principles is a serious matter and will be subject to the appropriate disciplinary actions as outlined in the Human Resources Manual.

- Confidentiality
By recognizing that we are entrusted with information and, where appropriate, accept that we will treat such with a high degree of confidentiality, while balancing the County's need to be open and transparent. Any information that is released must be in accordance with the Freedom of Information and Protection of Privacy Act.
- Conflict of Interest
A conflict of interest occurs when in the interest of an employee's duties; the employee is called upon to deal with a significant matter in which the employee has a direct or indirect personal and or financial interest.
- Nepotism
An employee's immediate family may work for the County provided there is no opportunity to exercise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

- Acceptance of Gifts
An employee shall not accept a gift, favour or service from any individual, organization or corporation other than the normal exchange of gifts between persons doing business together; or the normal presentation of gifts to persons participating in public functions.

5. Negligence
Negligence in the performance of duties shall include blatant disregard and violation of County policies and procedures.
6. Insubordination
Insubordination is the employee's disregard of an employer's request that is deliberate or calculated which includes the refusal to carry out direction given by the employer.
7. Misuse of Leave and Unsatisfactory Attendance
Misuse of leave and unsatisfactory attendance shall not be tolerated. Refer to the Employee Attendance section of the Human Resources Manual.
8. Theft and/or Dishonesty
Theft shall include taking County or other employees' property. Dishonesty shall include falsifying records for any reason.
9. Consumption of Intoxicating Drugs and Alcohol
Employees must abide by applicable laws and regulations governing possession or use of alcohol or drugs.

It is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect their performance on the job.

Refer to Policy HR 009 Drugs and Alcohol for additional information.

Council Approved: May 25, 2022	Resolution #:
Reference:	FC20220525.1006
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Review Cycle:	Next Review Year:
Every three (3) years	2025