

**RESORT VILLAGE OF ELK RIDGE  
EMPLOYEE CODE OF CONDUCT**

**BYLAW NO 16-2022**

The Council of the Resort Village of Elk Ridge Resort, enacts as follows:

**PRINCIPLES:**

Our employees must observe the highest standards of conduct in the performance of their duties. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality.

Every municipal employee must hold in strict confidence all information of a confidential nature acquired during their employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

**INAPPROPRIATE CONDUCT:**

Employees must not engage in any conduct or activity that contravenes our bylaws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation
- make the employee unable to properly perform their employment responsibilities
- cause other employees to refuse or be reluctant to work with the employee
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

Employees must not:

- use information that is obtained because of their employment or to seek to influence a decision to further their or another's private interests
- accept gifts if there are expectations that the employee will take some action that will benefit the giver of the gift
- use municipality property, equipment, supplies or services for activities not associated with the discharge of official duties
- solicit or conduct business on their own account during regular working hours for the Village.

**PROCEDURES:**

Employees are expected to comply with the Code of Conduct and are responsible to disclose and request an interpretation of the Code from the municipality's Chief Administrative Officer (CAO) (or from Council in the case of the CAO) if they are unsure

**COPY**

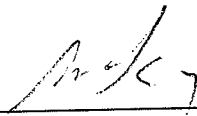
**CORRECTIVE MEASURES:**

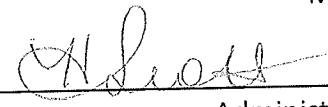
Contravention of the Code of Conduct may result in:

- excluding the employee from participation in the matter where the conflict exists
- disciplinary letter in the employee's file
- employee training in ethics
- short-term suspension
- long-term suspension
- termination.

This bylaw shall come into effect on the day of its final passing.



  
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Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of July, 2022.