



Sample Template

Municipal Employee Code of Conduct

July 2026

(Name of Municipality)
Municipal Employee Code of Conduct

Principles:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interests conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

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

- Detrimentially affect the municipality's reputation;
- Make the employee unable to properly perform his or her employment responsibilities;
- Causes other employees to refuse or be reluctant to work with the employees; or
- Otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

Purpose:

This Code of Conduct is intended to:

- Provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- Protect the public interest;
- Promote high ethical standards among municipal employees;
- Provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- Set out the corrective measures for unethical conduct.

Confidentiality:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her 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.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

Use of Influence:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

Procedures:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behaviour, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- His or her direct supervisor, in the case of an employee; or
 - The supervisor must immediately advise the Administrator.
- Council or the Personnel Committee in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made; and determine an appropriate course of action to address the actual or potential conflict.

(Guide: please see additional information on the following pages.)

Municipal Employee Code of Conduct Guide – Information to Consider

The Employee Code of Conduct may be modified to meet local expectations:

- Add examples of certain conduct which illustrate actions which contravene the code.
 - Provide additional detail regarding corrective measures to address actual or potential conflicts of interest. These may include:
 - Review by Administrator/Council/Personnel Committee;
 - Employee to disclose specifics of conflict of interest;
 - Employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;
 - Action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict, such as:
 - Disciplinary letter, copy to be placed in the employee's file;
 - Employee training (ethics);
 - Short-term suspension;
 - Long-term suspension; or
 - Termination – consult with solicitor.
 - Address other types of conduct such as:
 - Acceptance of gifts;
 - Use of municipal property and assets;
 - Political and community activities;
 - Employment of family and personal friends or acquaintances; or
 - Outside work or business activities.
-

Excerpt of the Legislation

Section 85.1 of *The Cities Act*, section 111 of *The Municipalities Act* and section 127.1 of *The Northern Municipalities Act, 2010*, set out the minimum content for a municipality's Employee Code of Conduct.

Employee Code of Conduct

1. A council shall cause to be established and made publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.
2. The conflict-of-interest rules must:
 - a. Set out the types of conduct that are prohibited, including rules prohibiting an employee from:
 - i. Using information that is obtained as a result of his or her employment and that
 - ii. Is not available to the public to:
 1. Further, or seek to further, his or her private interests of those of his or her family; or
 2. Seek to improperly further another person's private interests; or
 - iii. Using his or her position to seek influence a decision of another person so as to:

1. Further, or seek to further, his or her private interests or those of his or her family; or
2. Seek to improperly further another person's private interests; and
3. Specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict of interest and the procedure for resolving a conflict.