

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS POLICY & PROCEDURE MANUAL

Category: Human Resources

**Topic: Council and Staff
Relations Policy**

Number: B-31

Date: February 5, 2019

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Purpose

This policy provides guidance on how the Township of Sioux Narrows – Nestor Falls ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation.

Policy Statement

The Township of Sioux Narrows – Nestor Falls will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct of Council and Local Board Members, the Employee Code of Conduct, the Workplace Violence and Harassment Policy and the Procedural By-Law.

Procedure

Code of Conduct for Members of Council

The relationship between Members of Council and the officers and employees of the corporation is guided by the following and where not specified in that policy, Members of Council shall:

- Every Member has a duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation; and,
- Members shall not:
 - maliciously or falsely injure the professional or ethical reputation of staff;
 - compel staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or,
 - use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with staff duties.

Employee Code of Conduct

The purpose of the Employee Code of Conduct is to inform municipal employees about the required standards of ethical and professional conduct as it applies to their employment with the Township of Sioux Narrows – Nestor Falls. Where not specified in that policy, employees shall:

- be professional, polite, courteous and respectful in their interactions with each other, clients, residents, community agencies, contractors, suppliers and the public. Employees of the Township of Sioux Narrows – Nestor Falls act on behalf of the Township and therefore must follow the highest standard of ethical behavior in the course of their work to ensure that public confidence and trust is maintained; and,

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- deal with all members of Council in an objective, respectful and impartial manner. Employees must recognize that elected officials are responsible for the establishment of policy and that employees are responsible for the implementation of directives originating from Council.

Workplace Violence and Harassment Policy

The purpose of the Workplace Violence and Harassment Policy is to communicate the Township of Sioux Narrows – Nestor Falls’ commitment to providing a safe working environment in which all workers are treated with respect and dignity, which is free from violence and harassment, and to comply with employer duties under the Occupational Health and Safety Act. Where not specified in that policy:

- The Township is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. Further, that whatever steps required will be taken to reasonably protect workers from workplace violence and harassment from all/any sources; and,
- That the procedures apply to all Township workers regardless of employment status and all addresses instances of workplace violence and harassment perpetrated against Township workers by members of the public, including domestic/intimate partners.

Procedural By-Law

The procedural by-law establishes the rules, procedures and conduct within council.

Responsibilities

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, the Workplace Violence and Harassment Policy and the Council Procedural By-Law.

Monitoring/Contraventions

The CAO shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint, in the case of a member of Council, the Integrity Commission may need to be notified. Where there is a discrepancy between this policy and the Code of Conduct for Members of Council and the Employee Code of Conduct, where applicable, the respective code may prevail.