



**Town of Stavelly – Policy #03-11**  
**Policy Area: Employment**  
**Employee Code of Conduct**

**POLICY TITLE: EMPLOYEE CODE OF CONDUCT**

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**Date Approved by Council:** August 11, 2025

**Resolution No:**

**Last Review Date:**

**Replaces: NEW**

**Next Review Date:** Every 3 years or as required by changes in legislation or municipal operations.

**Policy Statement:**

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The staff of the Town of Stavelly is one of the Municipality's most valuable assets. Council's ability to employ competent, motivated individuals demonstrates its commitment to operating an efficient, progressive, and financially responsible organization.

This Employee Code of Conduct provides guidance for municipal staff in their day-to-day interactions with the public, Council, and visitors. It serves as a resource to promote respectful, professional, and proactive behavior in all municipal dealings.

**Purpose:**

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This Code of Conduct assists employees in making ethical and responsible decisions regarding their behavior and obligations as Town employees. It covers topics such as: outside employment, business interests, dealing with relatives, personal conduct, use of information, public statements, gift acceptance, safety, drug & alcohol use and harassment.

**Department Instructions:**

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**1. Outside Employment**

Outside employment is permitted but must not conflict with municipal responsibilities.

Employees must ensure that:

- a) Outside work does not interfere with municipal duties or schedules.
- b) The work does not create a real or perceived conflict of interest.
- c) The work is not similar to municipal duties where the outside employer does business with the Town.
- d) Municipal property must not be used for personal work unless authorized by Council resolution.



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#### **2. Business Interests**

- a) Employees must disclose any significant interest in a company doing business with the Town to the CAO or Council.
- b) Any decisions involving such a business interest must be handled by another employee or approved by Council.
- c) Employees must avoid any appearance of favoritism or conflict of interest.

#### **3. Dealing with Relatives**

Definition: Immediate family includes spouse, common-law partner, parents, siblings, children, in-laws, nieces/nephews, and similar relations.

- a) Employees must not authorize business dealings involving immediate family members.
- b) Family members may conduct business with the Town, but all dealings must be at arm's length.
- c) Employees may not hire family members.
- d) Recruitment of a family member must be handled by another employee.
- e) Family members may not be in a direct reporting relationship.

#### **4. Personal Conduct**

As representatives of the Town of Stavely, all employees are expected to conduct themselves in a professional, respectful, and responsible manner at all times. Personal conduct should reflect the values of integrity, accountability, and public service.

##### **Behaviour and Communication Expectations:**

- a) **Respectful Conduct:** Treat coworkers, Council members, residents, and visitors with respect, fairness, and courtesy at all times. Disrespectful, discriminatory, or harassing behavior is not acceptable under any circumstances.
- b) **Professional Communication:** Communicate in a clear, respectful, and professional manner, whether in person, over the phone, by email, or through other forms of correspondence. Listen actively and respond thoughtfully.
- c) **Teamwork and Cooperation:** Work collaboratively with colleagues and other departments. Support a positive and inclusive work environment by being helpful, approachable, and open to feedback.



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- d) Integrity in Actions: Demonstrate honesty, reliability, and ethical behavior in all work-related activities. Avoid gossip, conflicts, or behaviour that undermines trust in the workplace.
- e) Appropriate Public Representation: Remember that employees of the Town are often seen as representatives of the municipality, both during and outside of working hours. Conduct should reflect positively on the Town at all times.
- f) Responsible Use of Social Media: Do not post comments or content online that could damage the Town's reputation, breach confidentiality, or reflect poorly on staff or Council. Always maintain professionalism in public communications.

#### **5. Misuse of Information**

Employees must treat confidential and sensitive information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).

Confidential information includes:

- In-camera meeting details
- Personnel matters
- Employee files
- Property negotiations
- Contract discussions
- Information provided in confidence
- Information obtained during the course of duties

Confidential information must not be used for personal benefit.

#### **6. Public Statements**

Positive public and media relations are essential. Only the Mayor, CAO, or Town Foreman (as appropriate) may speak on behalf of the Town.

#### **7. Acceptance of Gifts**

- a) Employees may not accept payments or gratuities for municipal work.
- b) Modest, customary tokens (e.g., protocol gifts) may be acceptable.
- c) Gifts must not create a perception of undue influence.
- d) Acceptance of gifts is generally inappropriate.
- e) Employees may not use their position for special treatment.
- f) Municipal equipment may only be used in accordance with Council policy.



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**8.Safety**

- a) Safety is a top priority in all operations. Productivity must never come at the expense of safety.
- b) Employees have the right to refuse unsafe work as outlined in Alberta OH&S legislation.
- c) Disputes over work refusal may be escalated to an OH&S officer.
- d) All equipment must be used safely and responsibly.
- e) Only qualified personnel may operate Town equipment.
- f) Training will be provided and tracked by the Town as needed.

**9. Drug and Alcohol Use**

- a) The Town maintains a drug- and alcohol-free workplace.
- b) Employees must not be under the influence while on duty or on Town property.
- c) Prescription drugs may be used only if they do not impair safety or performance.
- d) Violations may result in progressive discipline up to dismissal.
- e) Responsible alcohol use may be acceptable at approved events.

**10. Harassment**

- a) The Town does not tolerate harassment, intimidation, or unwelcome behavior.
- b) Harassment includes any conduct that belittles, threatens, or embarrasses.
- c) Employees experiencing or witnessing harassment should report it to the CAO immediately.



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#### **Consequences of Non-Compliance**

This Code aims to avoid disciplinary action through mutual understanding.

Violations are considered misconduct.

The Town may take corrective action, with appeal rights to Council.

Progressive discipline may apply, depending on severity and frequency.

#### **Gross Misconduct**

Gross misconduct may result in immediate dismissal without prior warnings.

Dismissal may be without notice or pay in lieu. Examples include, but are not limited to:

- Theft or fraud
- Insubordination
- Physical/verbal assault
- Harassment
- Safety violations
- False hiring information
- False claims or expense reports

The Town expects all employees to act ethically, professionally, and with integrity. Employees are highly visible in the community and must uphold the trust of the public and Council. In return, employees can expect ethical treatment from supervisors, administration, and Council.

#### **Acknowledgement & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Employee Code of Conduct Policy (Pages 1–5). I agree to comply with the terms of this policy and understand that violations may lead to disciplinary action, up to and including dismissal.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_