

	<i>Ethical Behaviour</i>	
	Policy Type:	Executive Limitation
	Number:	EL-A-2.4
	To be Reviewed:	Once per term
	Approval Date:	March 9, 2020
	Motion Number:	20.C.109
	Revised Date(s):	

Policy Statement:

This policy identifies what types of behaviour and actions the Chief Administrative Officer (CAO), and/or designates **may not do** in order to achieve Council's Ends.

These Limitations set boundaries on the CAO's ethical behaviour as to what means to achieve the Ends would be **unacceptable** even if the means worked.

The CAO shall not operate without internal processes that require a high degree of integrity at all levels of the organization.

Further, without limiting the scope of the above by the following list, the CAO shall not:

1. Operate without an internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected behaviour for employees.
2. Operate without written policies which prevent conflict of interest.
3. Operate without providing employees and others with a mechanism for anonymous and confidential reporting of alleged or suspected improper activities, without fear of retaliation. This includes operating without operational policies, of which all employees are made aware, that clearly outlines how to register a concern, and provides a fair and anonymous process for reporting and investigating allegations of suspected improper activities, which include but are not limited to: financial irregularities; dishonest, deceitful, fraudulent or criminal acts; and other violations of legislation.
4. For those incidents that are delegated to the CAO's direct responsibility for investigation, permit there to be a conflict or direct reporting relationship between the investigator and the person being investigated.
5. Permit disclosure of the identity of whistle blowers or the subject matter of the investigation unless it is necessary to do so to conduct a comprehensive investigation, or required by law or other policy.
6. Permit any employee to be adversely affected because the employee refuses to carry out a directive which would result in an improper activity.

7. Allow the Council to be uninformed about any potential reputation exposure related to these matters.
8. Fail to maintain detailed records of all matters raised under this Policy.
9. Fail to share with Council the results of Employee Engagement Surveys.