

Code of Ethics and Responsibilities:

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Policy Statement

People who work for or represent Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission (BMS/BRWMSC) will demonstrate excellence in the delivery of services that reflect Board-approved direction.

We will strive to represent our organization and the community positively in our conduct and behaviors.

We commit to demonstrating honesty, integrity and respect in all that we do.

Guidelines

This policy applies to work obligations associated with the roles of people who work for or represent BMS/BRWMSC. We will strive to promote the highest standards of conduct:

1. By being aware of and acting appropriately when placed in circumstances where we may be in compromising or conflict of interest situations (i.e., where there could be a public perception of preferential treatment for one individual or group, or in situations where there is the potential for personal gain).
2. By recognizing that we are entrusted with information and, and where appropriate, accept that we will treat such with a high degree of confidentiality, while balancing the Board's need to be open and transparent.
3. By carrying out our individual and collective responsibilities to prevent putting oneself, others, the Board, and the community at avoidable risk.
4. By working together collaboratively to accomplish goals and deliver quality services to the community and to each other.
5. By accepting that this policy is intended to complement any professional codes of conduct or ethics that an individual would normally follow due to their professional affiliation.
6. Through application to all employees, volunteers and contracted personnel acting as representatives of BMS/BRWMSC.

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7. By insisting that personal conduct, particularly for employees in managerial and supervisory positions, that reflects poorly on the image, vision and values of the Commission is not acceptable, and efforts must be undertaken by employees to mitigate such perceived negative effects.
8. By ensuring that employees are made aware of the requirements to model the high standards of behaviors expected of entities such as the Commission.

Notwithstanding, nothing in this Policy can be interpreted as being in violation of governing human rights legislation. In all cases, the Commission supports such legislation and promotes equal opportunity for all employees regardless of gender, race, religion, culture, sexual orientation and community association. For further reference, please consult with Policies HUM-006 Discrimination and Harassment and HUM-007 Respectful Workplace.

Representatives of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission

This policy is intended to apply to:

- i. Employees
- ii. Volunteers
- iii. Contract personnel

Roles and Responsibilities

General Manager:

- i. To report to the Board on a semi-annual basis the status of violations of this policy.

Supervisors of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission:

- i. To inform their respective employees of the expected ethical conduct and procedures for reporting potential violations of this policy on matters within the scope of the workplace.
- ii. To investigate any reported cases of policy violation in the workplace and, wherever possible, ensure a satisfactory resolution.
- iii. To follow the same investigative procedures for any matters that may involve disciplinary action.

Employees of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission:

- i. To carefully think through any personal ethical challenge faced in the course of carrying out work responsibilities, or personal actions that could be perceived negatively relating to the workplace. For guidance, employees are encouraged to consider using the Ethics Tools and Checklist Guide appended to this policy; and/or to consider consulting with your supervisor, a trusted peer or friend to assist you.
- ii. To take responsibility to report any potential infractions of this policy.
- iii. To provide your report on any potential infractions of this policy to your supervisor for further action as required.
- iv. To cooperate with management in the event of the need for an investigation of the potential policy violations.

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- v. To provide verification of awareness and understanding of the policy by completing the sign-off form as part of this policy. Please note, that it is required for all employees to review the most current form of this Policy, and acknowledge by signing the appended employee acknowledgement form.
- vi. To assist in the investigation of any reported cases of potential violation of this policy on matters within the scope of the workplace.
- vii. To notify the appropriate authorities as required, normally the first person in authority.
- viii. Report findings to the complainant and the General Manager and supervisors.
- ix. To provide awareness and education sessions for all representatives of BMS/BRWMSC on this policy and procedures, via appropriate and timely means.

Reporting, Investigation and Resolution Procedures

Reporting of potential policy violation

1. “What can I do IF I think there may have been a violation of this policy?”
2. As a supervisor of BMS/BRWMSC, when you believe there may have been an infraction of the intent of this policy, you are encouraged to:
 - a) Bring your concerns to the attention of the individual for discussion, clarification and possible resolution; or,
 - b) If needed, submit a formal report in writing, signed by the reporting employee, describing the specific incident(s), the date(s) if available, and any witness (es) who may have been present. Reports are also to be copied to the Human Resources and Payroll (HRP) Manager.
3. The employee is responsible for notifying his supervisor or the General Manager, in the supervisor’s absence.
4. The supervisor shall investigate the incident and may immediately suspend with pay the person of interest, depending on the nature of the violation, pending outcome of an investigation.

Whistleblowing

In the event an employee is reporting on a supervisor, the report is to be submitted directly to the General Manager.

In the event the report is regarding the General Manager, or a Director of the Board, the report is to be submitted directly to the Board.

In every case, a report copy goes to the HRP Manager.

Investigation of potential policy violation:

1. When the supervisor or the General Manager receives a formal written allegation of a policy violation, they shall take action to investigate and resolve immediately, with the full assistance of Human Resources.
2. The supervisor or the General Manager shall take the following actions:
 - a) Ensure the reporting of the alleged policy violation from the complainant is in writing, signed, dated, and includes all relevant details of alleged incident.
 - b) Meet with person of interest to discuss the allegation(s).
 - c) Meet with the parties involved and, if able to do so, resolve the matter.
 - d) The supervisor or the General Manager shall, as part of their investigation, have the right to ask questions of the complainant and the person of interest.
 - e) Person of interest may, if their immediate supervisors deems appropriate, be suspended with pay pending any investigations.

Resolution of potential policy violation:

1. If the results of the investigation support the allegation(s) in the complaint, a range of sanctions may be imposed on the respondent by the supervisor or the General Manager, in accordance with Policy HUM-005 Staff Suspension, Termination, Demotion or Reassignment. If allegation(s) are resolved between the complainant and the respondent, the supervisor has the option to take no further action.
2. If the results of the investigation do not support the allegation(s), the complaint will be deemed to be unfounded and a letter will be issued indicating that the respondent has been cleared of the allegation(s). The respondent has the option of requesting that a copy of the letter be placed in the personnel file.
3. If the evidence indicates that the complainant knowingly and willfully made false allegation(s) in an attempt to cause harm to the respondent, a range of sanctions may be imposed on the complainant by the supervisor. The sanctions depend upon the nature and seriousness of the offence and will be in accordance with Policy HUM-005 Staff Suspension, Termination, Demotion or Reassignment.

Course of action for addressing various types of policy violations:

1. If between employees, address via internal processes.
2. If between “supervisor” and employee, address via internal processes.
3. If between employee and customers, address via internal process as directed by the respective department manager.
4. If between employee and Director, address via internal processes as directed by the General Manager.

Note: The foregoing does not preclude the involvement of police authorities depending upon the nature and particular details of the complaint.

No Retaliation

1. No employee shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Where appropriate, discipline can be imposed for retaliation.
2. Discipline may be imposed for knowingly making false allegations of policy violations.

Appeals

1. Either the complainant or the respondent may appeal to the General Manager or the Board (in the event of a Director) if dissatisfied with the resolution of a formal complaint.
2. Either party has the right to seek civil or criminal redress through the courts or to file a complaint with their, association or the Alberta Human Rights Commission.

Appendices

1. Ethics Tools and Checklist Guide
2. Employee Reporting Form
3. Supervisor Reporting Form
4. Employee Acknowledgement Sign-off Form

Related Policies

1. HUM-005 Staff Suspension, Termination, Demotion or Reassignment
2. HUM-006 Discrimination and Harassment
3. HUM-007 Respectful Workplace