

**CODE OF CONDUCT POLICY**  
for Members and Staff of the  
South Saskatchewan Ready Economic Agency (SSR)

**POLICY STATEMENT:**

All Members and Staff of the SSR will adhere to the Code of Conduct Policy to ensure that there is no conflict between their personal interests and official duties. Failure to comply with any of these procedures may expose a member or Staff Member to disciplinary action and/or action through the Courts.

**BACKGROUND:**

The SSR has implemented this Code of Conduct Policy in order to both promote professionalism and to ensure that the relationship of trust that exists between the SSR organization, partner communities, stakeholders and any staff.

The purpose of this Policy is to document and formalize standards of ethical conduct as they apply to SSR Class A and Class B Members. This policy embodies the basic principles of honesty, impartiality and common sense and recognizes that a Members and Staff has a responsibility to uphold these principles.

The proper operation of a organization requires that Members and Staff be independent, impartial, and responsible to fellow Members and partnership communities; that their positions not be used for personal gain and that Members and Staff have confidence in the integrity of the organization.

**METHOD OF UPDATING THIS POLICY:**

As new issues arise, the Code will be reviewed and modified according to current situations. Any comments or suggested revisions should be directed to the Chair through the Managing Director. This Code of Conduct applies to all Members and Staff of the SSR.

Each Member is responsible for understanding and complying with this Code, and should seek clarification from the Chair, or the Managing Director, on any segment they do not understand. Each Member is responsible to ensure that they have received a copy of this Code, and any points of confusion have been clarified.

## GENERAL:

1. Members and Staff will promote the goals, objectives, and policies of the SSR.
2. Members and Staff will acknowledge and recognize the dignity and worth of every person they interact, and with whom they speak.
3. Members will ensure, in the performance of official duties, equality of treatment to all persons and, shall refrain from showing preferential treatment to any person, group, or organization.
4. All Members and Staff, in the course of their assigned duties, must refrain from physical or verbal abuse or threats, any form of harassment, invasion or breach of privacy towards fellow Members or Staff.
5. Members and Staff will disclose in writing to Chair any business, commercial, or financial interest where such an interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept on file for the duration of the Member's tenure or Staff Member's employment term.
6. Members and Staff will not engage in any business, dealing, or transaction or have a financial or other personal interest which is in conflict with the discharge of their official duties.
7. Members and Staff shall not knowingly participate in any decision or promotion or make any recommendation, in which they or their family has any financial interest.
8. Members or Staff may not knowingly sell goods, materials, or services to the SSR without the authorization of the SSR Board.
9. Members or Staff may wish to report to the Chair alleged breaches of conflict of interest committed by fellow Members or Staff.
10. Members or Staff will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties.

11. Members and Staff shall safeguard and protect any confidential information which they are privy to as a result of their tenure with the organization. Members and Staff shall not disclose or otherwise release such confidential information to any person or agency other than authorized persons, at any time during or following their tenure, except as required by law.
12. Members and Staff may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the SSR for activities or purposes not associated with the discharge of official duties.
13. No Member or Staff Member shall sell, transfer, publish, disclose, display or otherwise make available computer programs, purchased software programs, technological innovations, or other tangible property or rights owned by the organization.
14. Upon termination of Membership, or employment in the case of Staff, shall deliver to the Chair all correspondence, images, drawings, documents, computer files, paper files, and all other property belonging to the organization which may be in their possession or control.
15. Nothing in the preceding conditions prevents the organization from implementing disciplinary measures for inappropriate activities not specifically listed.
16. Any Member or Staff Member, who is in doubt about the interpretation or application of this Code of Conduct, should seek clarification from the Chair, or Managing Director.
17. Staff Members are expected to report to work in a fit condition to carry out their work duties. The SSR considers as being unfit if a Staff Member is under the influence of alcohol or other substance which may affect their ability to perform adequately.

## PROFESSIONAL BEHAVIOUR:

18. Members and Staff are ambassadors of the SSR. They are expected to conduct themselves with the highest degree of ethical behavior and integrity.
19. Members and Staff, as representatives of the SSR, are expected to reflect a professional image. As with external relations, Members and Staff must be professional and courteous in their interactions. They should be aware of the effect that their behavior has on others. Members and Staff are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner.

## GIFTS, BENEFITS, AND ENTERTAINMENT:

20. Members and Staff will not place themselves in a position where they could derive any benefit or gain from any contracts, persons, groups, companies, or organizations with which the SSR does business.
21. Members and Staff will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business dealings with the SSR, a nominal gift, benefit, favour, discount hospitality, or gratuity for personal benefit.

## POLITICAL ACTIVITY:

The SSR recognizes the right of Members and Staff to engage in political activities for all levels of government consistent with the following:

22. Members and Staff may engage in any political activity as long as it does not impair, or is not perceived as impairing, the Member's, or Staff Member's, ability to perform their duties impartially.
23. Political activity may only occur outside of a Staff Member's working hours.
24. Political activity may not occur by the Members or Staff Members while representing or being perceived to represent the SSR.
25. The actions of Members and Staff Members involved in any political activity shall not result in a corporate conflict.

26. No Member or Staff Member is allowed to actively campaign, solicit or promote any political candidate at the municipal, provincial or federal levels of government in the course of their regularly scheduled SSR duties. Any political activity must occur outside of regularly scheduled hours for all.
27. A Member or Staff Member seeking the nomination or candidacy of any elected provincial or federal political office must request an leave of absence from the time of declaration of intent until the cessation of the political candidacy.

#### **STAFF/MEMBER RELATIONS:**

28. Staff Members shall deal with all members of the Board in an objective, respectful and impartial manner at all times.
29. Staff Members must recognize that Members are responsible for the establishment of policy and that Staff Members are responsible for implementation of the directives originating from Board.

#### **MANAGEMENT RESPONSIBILITY:**

30. As part of effective management, all members of the organization must ensure they are aware of, and in compliance with, this Code of Conduct.
31. Prior to acting on suspected breaches, advice should be sought from the Chair and Managing Director. It is the responsibility of the Managing Director to ensure that each suspected wrongdoing is investigated and reported to the Chair.

#### **VIOLATION OF CODE OF CONDUCT:**

32. The preceding guidelines and expectations, as well as the related policies, re-affirm the SSR's commitment to integrity, objectivity, and professionalism in delivering on the regional workplan.
33. Violation of this Code is a serious matter and any Member or Staff Member in violation of this Code will be treated firmly, fairly, and consistently. In addition, any Member or Staff Member who has contravened this Code shall be subject to such disciplinary actions (up to and including dismissal) as is deemed appropriate by the SSR Board under the circumstances.

34. If a Member or Staff Member is accused of violating this policy, the procedure will be as follows:
- a) the affected complainant will be encouraged to document their version of the alleged incident, including times, places, what happened and any witnesses.
  - b) the complainant will present their version of the alleged incident, in writing to the Chair, in similar fashion.
  - c) the Executive Committee will deal with the issue as quickly as possible and make a judgment after reviewing, interviewing, investigating, and confirming the details. Their recommendation for action will be presented 'in camera' for Board approval. If the complaint is unfounded and/or made in bad faith, this will surface and be dealt with during the investigative process.
35. Any Member or Staff Member under investigation for suspected fraud or other wrongdoing may be removed from the Board or organization, pending completion of the investigation, depending on the particulars of the case and the best interests of the SSR.
36. Nothing in this Code is intended to conflict with the SSR's fiduciary obligations.