



EXTRACT of Minutes of the regular meeting of the Council of the Town of Hudson held at the Community Centre December 3rd, 2012 at which the following by-law was adopted:

BY-LAW NO 624

**CODE OF ETHICS AND GOOD CONDUCT FOR
MUNICIPAL EMPLOYEES OF THE TOWN OF HUDSON**

WHEREAS the *Municipal Ethics and Good Conduct Act* (the "Act"), which came into force on December 2, 2010, requires that every local municipality or regional county municipality provide a code of ethics and good conduct which applies to municipal employees;

WHEREAS the Council of a municipality which does not have such a code that meets the requirements of the said Act must adopt one no later than December 2nd, 2012;

WHEREAS the formalities contemplated by the Act have been duly complied with;

WHEREAS a notice of motion was duly given for this by-law at the regular Council meeting held on November 5th, 2012;

WHEREAS the requirements of Article 356 of the Cities and Towns Act have been met and that all Council members declare having read By-Law N^o 624 and relinquish its reading;

THEREFORE it is **moved** by Councillor Madeleine Hodgson, **seconded** by Councillor Diane Piacente and unanimously resolved that By-Law N^o 624 be adopted and that it be decreed as follows:

1. TITLE

The title of this code is: **Code of Ethics and Good Conduct for Municipal Employees of the Town of Hudson**

2. SCOPE

This code applies to all employees of the Town of Hudson.

3. PURPOSES OF THIS CODE

The purposes of this code are as follows:

- 3.1. Give priority to the municipality's values;
- 3.2. Establish standards of behaviour which promote these values;
- 3.3. Prevent ethical conflicts and, if they arise, help in resolving them effectively and with judgment;
- 3.4. Ensure that control measures are enforced in case of any breach of conduct.

4. MUNICIPALITY VALUES

The following values shall serve as a guide for the general conduct of the municipality's employees, particularly when situations are encountered that are not explicitly provided for in this code or in the municipality's various policies.

- 4.1. **Integrity**
Employees shall promote values such as honesty, rigorousness and justice.
- 4.2. **Prudence in pursuit of the public interest**
Employees shall assume their responsibilities toward the mission of public interest entrusted to them. In fulfilling this mission, they shall act with professionalism, diligence and good judgment.
- 4.3. **Respect for other employees, elected municipal officers and citizens**
Employees shall promote respect in human relations. They have a right to respect in turn and shall act respectfully toward all those with whom they have dealings in the course of their duties.
- 4.4. **Loyalty to the municipality**
Employees shall seek the best interest of the municipality.
- 4.5. **Fairness**
Employees shall treat everyone with fairness, in accordance with the laws and regulations.



- 4.6. **Honour related to the duties of employees of a municipality**
Employees shall safeguard the honour related to their position, which presupposes constant practice of the five above-mentioned values: integrity, prudence, respect, loyalty and fairness.

5. RULES OF CONDUCT

5.1. Enforcement

The rules stated in this section shall guide the conduct of employees of a municipality.

5.2. Purpose

These rules are intended, in particular, to prevent:

- 5.2.1** Any situation in which the private interest of employees might impair their independence of judgment in the course of their duties;
- 5.2.2** Any situation that would be contrary to any provision of a government law or regulation or a by-law adopted by the municipal Council or instructions applying to an employee.
- 5.2.3** Favouritism, embezzlement, breach of trust or other misconduct.

5.3. Conflict of interest

- 5.3.1** Employees are forbidden from acting or attempting to act or omitting to act, in the course of their duties, so as to further their private interests or improperly further those of any other person.
- 5.3.2** Employees are forbidden from using their position to influence or attempting to influence another person's decision so as to further their private interests or improperly further the interest of any other person.
- 5.3.3** Employees are forbidden from soliciting, eliciting, accepting or receiving any benefit whatsoever, whether be it for themselves or for another person, in exchange for taking a position.
- 5.3.4** Employees are forbidden from accepting any gift, mark of hospitality or any other benefit whatever the value, that might impair their independence of judgment in the course of their duties or might risk compromising their integrity.
- 5.3.5** Any gift, mark of hospitality or other benefit received by employees that is not of a purely private nature or not prohibited under subsection 5.3.4 and if its value exceeds \$200.00, employees must file a written statement with the clerk of the municipality within 30 days of receiving the benefit. The statement must contain an accurate description of the gift, mark of hospitality or benefit received and state the name of the donor, as well as the date and the circumstances under which it was received. The clerk shall keep a public register of these disclosure statements.

5.4. Use of municipal resources:

Employees are forbidden from using the municipality's resources for personal use or for purposes other than activities related to their duties, subject to a special policy surrounding this use.

This prohibition does not apply when employees use a resource generally available to citizens, and does so on non-preferential terms.

5.5. Use or communication of confidential information

Employees must respect the confidentiality of information obtained in the course of their duties. This confidentiality shall apply for a reasonable period of time after their cessation of employment, and always when the information refers to the reputation and private life of another person.

5.6. Breach of trust and embezzlement

Employees are forbidden from diverting goods belonging to the municipality for their private use or use by a third party.



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Adopted 12-12-03 Published 12-12-12

6. MECHANICS AND ENFORCEMENT

Employees believing they are directly or indirectly placed in a real, potential or apparent conflict of interest situation, or who are susceptible of otherwise contravening this code of ethics and good conduct, must advise their immediate supervisor.

In the case of the director general, the mayor must be advised.

7. BREACH AND SANCTION

A breach, by an employee, to one of the articles of this code of ethics and good conduct may entail the application of an appropriate sanction according to the nature and seriousness of the breach, this by municipality decision and with respect to any work contract.

8. OTHER CODE OF ETHICS AND GOOD CONDUCT

This code is not to be interpreted as restraining the responsibilities imposed on municipal employees, either by law, a by-law, a professional code of good conduct, a work contract including a collective agreement, a municipal policy or instructions.

9. This by-law shall come into force according to the law.

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CARRIED

Original signed: G. Michael Elliott, Mayor

Louise L. Villandré, Director General

Certified Extract

Louise L. Villandré, o.m.a.
Director General