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**CODE OF ETHICS, CONFIDENTIALITY, AND CONFLICT OF INTEREST**

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| <b>APPROVED:</b> | <b>AUGUST 18, 1998</b> | <b>REVISED:</b> | <b>FEBRUARY 21, 2008</b> |
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**PURPOSE**

Public confidence in the impartiality, independence, and integrity of Township employees is essential for proper administration of the Township's affairs. The Township, as an employer, requires that its employees carry out their duties in such a manner as to maintain public confidence by not participating in any private business or activity which could reasonably be believed to conflict with the employee's obligation to the Township.

This policy is provided to employees to ensure they are aware of the Township's requirements in relation to code of ethics, confidentiality, and conflict of interest situations and to assist them in meeting these requirements. Failure to meet these requirements is considered to be a serious breach of the employee's obligation to the Township, which may lead to disciplinary action against the employee.

This policy applies to all employees of the Township. Employees should ensure that they are familiar with these policies and any areas of doubt should be discussed with their general manager/director/manager/supervisor. General managers/directors will obtain direction from the Administrator in circumstances where this statement requires further consultation.

**CODE OF ETHICS**

**Preamble - Code of Ethics**

Certain ethical principles shall govern the conduct of municipal employees.

Staff shall endeavour to:

1. Maintain the highest ideals of honour and integrity in public relationships and discharge faithfully the duties of office without fear or favour.
2. Continually strive to improve professional ability and to encourage the development of competence of associates in serving the municipality.
3. Recognize that the function of a municipal employee at all times is service to his/her employer and to the public.

4. Carry out duties with impartiality and equality of service to all.
5. Avoid any situation which could impair judgment in the performance of duties or give that impression to others.
6. Not knowingly engage in any unlawful activity.
7. Conduct oneself with integrity and professionalism.
8. Demonstrate the highest standards of integrity in all public activities to inspire public confidence and trust in public institutions.
9. Support, implement, and promote merit employment and equal employment opportunity by recruitment, selection, and advancement of qualified persons from all elements of society.
10. Serve the public with respect, concern, courtesy, and alacrity.
11. Approach organization and operational duties with a positive attitude and constructively support open communication, creativity, and dedication to high standards of service.
12. Exercise whatever lawful authority one has to promote the public interest.
13. Accept the responsibility to keep up to date on emerging issues and to administer the public's business with professional competence, fairness, impartiality, efficiency and effectiveness.

## **CONFIDENTIALITY**

### **Preamble – Confidentiality**

Many matters dealt with in the administration of the Township are understood to be or specifically identified as confidential. Such matters must remain confidential for the protection of the Township's interest, or to avoid prejudicing the Township's position on a subject matter.

It is recognized that disclosure to an employee of materials deemed confidential may be necessary from time to time in the course of conducting the municipality's business, e.g., if an employee is under oath, under subpoena, attending a hearing pursuant to the employee's rights under a collective agreement, involved in planning or engineering projects prior to public disclosure, and so on.

Staff shall endeavour to:

1. Not use confidential information for the personal profit of themselves or others, nor for the purpose of gaining promotion, nor misuse public time in the pursuit of such objectives.
2. Respect and protect the privileged information to which they have access in the course of official duties.

3. Not discuss or disclose any information identified as or understood to be confidential to other employees, nor to persons or organizations outside the Township in any form, except as authorized by their general manager/director.
4. Take reasonable care to prevent access to confidential material by unauthorized employees or members of the public.

## **CONFLICT OF INTEREST**

### **Preamble - Conflict of Interest**

Conflict of interest occurs when an employee is involved directly or indirectly in an activity, interest or association, other than a job-related professional association or labour union, which could reasonably be perceived to influence, an employee's actions, recommendation, or decisions in carrying out duties as an employee of the Township. The Township requires that its employees strictly avoid any such conflict of interest. Where an employee is uncertain whether a conflict of interest may exist, it should be disclosed to the employee's general manager/director, who will determine whether a conflict exists.

Staff shall endeavour to:

1. Not deal in property directly or indirectly within the municipality he/she serves other than for personal residence without informing the municipal council at an in-camera meeting, in writing within one month after completing any purchase not for personal residence.
2. Declare any direct or indirect interest in any enterprise which proposes to transact business with the Township.
3. Declare at the earliest opportunity, in writing, any interest in any property directly or indirectly owned, leased or held under an Option to Purchase by the employee or the employee's spouse who is subject to:
  - (a) A rezoning application;
  - (b) A subdivision application;
  - (c) An application for a Development Permit;
  - (d) An application for conversion of a residential building to a condominium;
  - (e) An application for exclusion from the Agricultural Land Reserve;
  - (f) An application for inclusion into the sewer or water system.
4. Report in writing to the Administrator any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family.
5. Avoid any interest or activity which is in conflict with the conduct of official duties.
6. Not promote a development application brought by the employee, an immediate relative or a family company of the employee and in particular shall not lobby or attempt to influence the Council or an official responsible for reviewing or approving the application.

7. Not accept any consideration or gratuity for advice given or materials prepared in connection with any application, submission, or proposal made to the Township of Langley.
8. Not place oneself in a position where he/she is, or might reasonably be believed to be, under an obligation to any person who has business or other dealings with the Township and would benefit from special consideration or treatment.
9. Not grant any special consideration or treatment to anyone unless authorized to do so by the Council of the Township of the general manager/director or unless the action constitutes a reasonable exercise of a discretion which is assigned to the duties of the employee's position.
10. In the course of performing his/her normal or assigned duties, not alter, amend, or in any way change or attempt to change any records or documents of the Township without the express permission of his/her general manager/director.
11. Not accept any money, property, position or favour of any kind whether to be received at the present or in future, from a person having, or seeking to have, dealings with the Township, save for appropriate refreshments or meals. An employee shall immediately report, in writing, to his/her general manager/director any offer he/her receives of any such money, property, position or favour. It is the employee's responsibility to accept only appropriate refreshments, meals or entertainments; if in doubt, the employee shall discuss the matter with his or her general manager/director before acceptance.
12. Not, except on his/her own behalf, or on behalf of a charitable or non-profit organization, or as part of duties to the Township, represent any private interest or interests before the council of the Township or any of its committees or commissions.
13. Advise his/her general manager/director of any approach made to him/her to engage in conduct which might constitute a conflict of interest.
14. Not use information which is not available to the general public for personal profit or advantage and not provide such information to others unless it is in the course of duties to do so.
15. Not work on a development application brought by the employee, an immediate relative or a family company unless such work cannot be carried out by another qualified employee and the employee obtains the approval of his/her general manager/director.