



**PROVINCE OF QUEBEC  
TOWN OF BAIE-D'URFÉ**

**BY-LAW NO. 1101**

**ESTABLISHING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT OF THE  
EMPLOYEES OF THE TOWN OF BAIE-D'URFÉ**

<b>1101</b>	Notice of motion: Adoption of by-law: Coming into force:	August 14, 2012 October 9, 2012 November 10, 2012
<b>1101-1</b>	Notice of motion: Adoption of by-law: Coming into force:	January 10, 2017 February 14, 2017 February 22, 2017
<b>1101-2</b>	Notice of motion: Adoption of by-law: Coming into force:	November 13, 2018 December 11, 2018 December 12, 2018

**1. TITLE**

The title of this code is: *Code of Ethics and Professional Conduct of the Employees of the Town of Baie-D'Urfé.*

**2. ADOPTION BY PART**

Council hereby declares that it adopts this by-law part by part, such that any judgement rendered by a court to the effect that any part hereof is null and void shall have no effect on any other part contained herein.

**3. APPLICATION OF THE CODE**

This code applies to all employees of the Town of Baie-D'Urfé.

**4. OBJECTIVES OF THE CODE**

The objectives of the code are as follows:

- 1) Give priority to the Town's values.
- 2) Establish standards of conduct which promote the adoption of these values.

- 3) Prevent ethical conflicts and, if they arise, provide means of resolving them effectively and judiciously.
- 4) Ensure that measures to enforce this code are applied in case of any breach of conduct.

## **5. VALUES OF THE TOWN**

The following values shall serve as a guide for the conduct of Town employees, especially when the situations encountered are not explicitly set out in this code or in the various policies of the Town.

- 1) Integrity  
All employees shall promote the values of honesty, rigour and justice.
- 2) Prudence in the pursuit of the public interest  
All employees shall endeavour to meet their responsibilities towards the public. In fulfilling this mission, they shall act with professionalism, diligence and good judgment.
- 3) Respect towards other Town employees, council members and citizens  
All employees shall promote respect in their personal interactions. They have a right to respect in turn and shall act respectfully towards all those with whom they interact in the course of their official duties.
- 4) Loyalty to the Town  
All employees shall work in the best interests of the Town.
- 5) Fairness  
All employees shall treat each person justly by acting, so far as possible, in the spirit of the laws and regulations.
- 6) Honour attached to the office of Town employee  
All employees shall safeguard the honour of their position, which presupposes the constant practice of the five preceding values: integrity, prudence, respect, loyalty and fairness.

## **6. RULES OF CONDUCT**

### **6.1. SCOPE**

The rules set out in this section shall guide the conduct of Town employees.

### **6.2. OBJECTIVES**

These rules are intended, in particular, to prevent:

- 1) any situation where an employee's personal interest might impair his independence of judgment in the course of his official duties;

- 2) any situation that would be contrary to any provision of a governmental law, regulation, municipal council by-law or employee guideline;
- 3) favouritism, embezzlement, breach of trust or other misconduct.

6.3. CONFLICTS OF INTEREST

- 6.3.1. Employees are prohibited from acting, or attempting to act, or omitting to act, in the course of their official duties, so as to further their private interests or improperly further the interests of any other person or persons.
- 6.3.2. Employees are prohibited from using their position to influence or attempt to influence another person's decisions so as to further their private interests or improperly further the interests of any other person or persons.
- 6.3.3. Employees are prohibited from soliciting, eliciting, accepting or receiving any benefit whatsoever, for themselves or for another person, in exchange for taking a position.

6.4. GIFTS AND OTHER BENEFITS

- 6.4.1. All employees must refuse gifts or other benefits offered by companies or suppliers as well as by their representatives. If that is not feasible, the director general must be advised immediately. Promotional items remitted within the context of conferences, seminars or other public meetings are not considered gifts.
- 6.4.2. Meals offered gratuitously by previous, actual or potential suppliers are permitted up to \$30 for lunch and \$60 for supper.
- 6.4.3. All gifts received are kept by the director general who must keep a register of gifts and benefits declared in accordance with this policy.
- 6.4.4. Gifts thus obtained are distributed either to employees by means of draws during the year or to citizens the evening of the annual volunteer reception or to recognized charities, at the discretion of the director general. Expiry dates must be taken into consideration.

6.5. USE OF TOWN RESOURCES

Directors have discretionary power with respect to the use of Town resources for personal purposes.

6.6. USE OR COMMUNICATION OF CONFIDENTIAL INFORMATION

***(Amended by 1101-1)***

Employees must not make use of confidential information they obtain in or in connection with the execution of their duties, except when this use is required in the execution of their duties. These obligations remain in force for two (2) years after termination of employment and survive indefinitely when the information concerns the reputation and privacy of others.

Employees are prohibited from announcing, during a political financing activity, the carrying out of a project, the making of a contract or the granting of a subsidy by the Town, unless a final decision regarding the project, contract or subsidy has already been made by the competent authority of the Town.

**6.7. BREACH OF TRUST AND EMBEZZLEMENT**

It is prohibited for employees to misappropriate Town property for their own use or the use of another person.

**6.8 *(Added 1101-2)***

The following employees and their assistant(s) are prohibited, within 12 months after the expiry of their employment with Town of Baie-D'Urfé, from holding the position of a director or officer of a legal person, or hold employment or any other position so as to obtain for themselves or any other person undue benefit from his or her prior position as an employee of the Town:

1. the Director General;
2. the Treasurer;
3. the Clerk.

**7. PREVENTION MECHANISM**

Employees who feel they have been placed directly or indirectly in a situation of real, potential or apparent conflict of interest, or who are otherwise likely to breach this code of ethics and professional conduct, must notify their immediate supervisor.

In the case of the director general, he must advise the mayor.

**8. BREACH AND DISCIPLINARY MEASURES**

A violation by an employee of a rule set out in this code of ethics and professional conduct may, on the decision of the Town and subject to any employment contract, lead to the application of disciplinary measures appropriate to the nature and severity of the violation.

**9. OTHER CODE OF ETHICS AND PROFESSIONAL CONDUCT**

This code shall not be interpreted as restricting the obligations imposed on a municipal employee by means of a by-law, regulation, code of professional conduct, employment contract, including a collective agreement, policy or municipal guideline.