

## Schedule A of By-law 102-2018

### Members of Council/Employees/Officers Relations Policy

#### Policy Statement

The Town of Carleton Place will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council and Local Boards, the Employee Code of Conduct, the Violence/Harassment in the Workplace Policy, and the Town's Procedural By-law.

#### Purpose

This policy provides guidance on how the Town of Carleton Place ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation.

#### Policy Requirements:

The relationship between Members of Council and the officers and employees of the corporation is guided by the following:

##### 1. Code of Conduct for Members of Council

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Town of Carleton Place Council and local boards. Section 9 of the Code of Conduct for Members of Council relating to "General Conduct" states the following:

"Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation."

Sections 24 and 25 relating to "Interaction with Staff" states the following:

"Over the past number of years, the Town has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other's' roles and responsibilities.

Members shall not:

- a. maliciously or falsely injure the professional or ethical reputation of Staff;
- b. compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
- c. use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties."

##### 2. Employee Code of Conduct

The purpose of the Employee Code of Conduct is to inform municipal employees about the required standards of ethical and professional conduct as it applies to their employment with The Town of Carleton Place. The "General Employee Responsibilities/Obligations" section of the Employee Code of Conduct states as follows:

1. Employees of The Town of Carleton Place must be professional, polite, courteous, and respectful in their interactions with each other, clients, residents, community agencies, contractors, suppliers, and the public. Employees of The Town of Carleton Place act on behalf of the Town and therefore must follow the highest standard of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained.
2. Employees shall deal with all members of Council in an objective, respectful and impartial manner. Employees must recognize that elected officials are responsible for the establishment of policy and that employees are responsible for the interpretation of directives originating from Council.

### 3. Violence/Harassment in the Workplace Policy

The purpose of the Violence/Harassment in the Workplace Policy is to communicate The Town of Carleton Place's commitment to providing a work environment in which all workers are treated with respect and dignity, which is free from violence and harassment, and to comply with employer duties under the *Occupational Health and Safety Act*. The "Policy Statement" section of the Violence/Harassment in the Workplace Policy states as follows:

"The Town of Carleton Place is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers and members of the public, as applicable)."

#### **Responsibilities**

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, the Violence/Harassment in the Workplace Policy.

#### **Monitoring/Contraventions**

The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Clerk shall notify:

1. In the case of officers and employees of the corporation, Chief Administrative Officer;
2. In the case of members of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council and Local Boards or the Employee Code of Conduct, the respective Code prevails.

#### **Legislative and Administrative Authorities**

The *Municipal Act*, 2001 requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the Town complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Town.

**Enquiries:** Town Clerk, 175 Bridge Street, Carleton Place, ON K7C 2V8