The City Manager shall not operate without internal processes that require a high degree of integrity at all levels of the organization.

Further, without limiting the scope of the above by the following list, the City Manager shall not:

1   Operate without an internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected behaviour for employees.

2   Operate without written policies which prevent conflict of interest.

3   Operate without providing employees and others with a mechanism for anonymous and confidential reporting of alleged or suspected improper activities, without fear of retaliation.

4   Operate without operational policy, of which all employees are made aware, that clearly outlines how to register a concern, and provides a fair and anonymous process for reporting and investigating allegations of suspected improper activities, which include but are not limited to: financial irregularities; dishonest, deceitful, fraudulent or criminal acts; and other violations of legislation.

5   For those incidents that are delegated to the City Manager's direct responsibility for investigation, permit there to be a conflict or direct reporting relationship between the person conducting the investigation and the person alleged to have engaged in improper activities.

6   Permit disclosure of the identity of whistle blowers or the subject matter of the investigation unless it is necessary to do so to conduct a comprehensive investigation, or required by law or other board policy.

7   Permit any employee to be adversely affected because the employee refuses to carry out a directive which would result in an improper activity.

8   Allow the Council to be uninformed about any potential reputation exposure related to these matters.

9   Fail to maintain detailed records of all matters raised under this Policy.

Document History:

Policy Adopted	September 3, 2013

Administrative Revisions:

Date:	Description:
October 17, 2017	Updated to current format.