Background

Code of Conduct Annual Report

Context

The City of Calgary recognizes that having a Code of Conduct, founded in our values, is key to our success. A strong Code of Conduct benefits everyone; it fosters a safe, healthy and ethical workplace; protects our collective reputation, and strengthens our commitment to making Calgary a great place to make a living and a great place to make a life.

As a result of the 2015 Ethics Audit (AC2015-0560), The City focused on refreshing our Code of Conduct to align it with best practices. The refreshed Code of Conduct, launched on calgary.ca in 2017 March, applies to all employees including: permanent, temporary, on-call and seasonal employees. Administration's Code of Conduct is separate from Council's Code of Conduct.

Our Code of Conduct is now values-based, allowing employees to engage the corporate values as a framework for decision-making, rather than listing a complex set of detailed rules. The Code of Conduct has been organized into four (4) behaviour-based themes to support and reduce the complexity of the nine (9) underlying policies, as outlined in Diagram 1.

Diagram 1

A safe and healthy workplace	Respect in our workplace	Proper use of City resources	Putting Calgary first
Occupational Health and Safety Policy (HS-ESM-001)	Respectful Workplace Policy (HR-LR-001)	Acceptable Use of Technology Resources Policy (IM-IT-002)	Conflict of Interest (HR-LR-004)
Workplace Violence Prevention Policy (GN-040)	Acceptable Use of Technology Resources Policy (IM-IT-002)	Conflict of Interest (HR-LR-004)	Environmental Policy (UEP001)
Substance Use Policy (HR-TR-005)	Social Media, Media Relations and Public Statements Policy (MP-001)	Environmental Policy (UEP001)	Social Media, Media Relations and Public Statements Policy (MP-001)
	Workplace Violence Prevention Policy (GN-040)	Freedom of Information and Protection of Privacy Act	Freedom of Information and Protection of Privacy Act

In 2018 June, Code of Conduct training was rolled out to all employees supported by a comprehensive communication campaign. This values-based learning promotes ethical decision making by applying the Code of Conduct Decision Tool seen in Diagram 2. This tool remains pivotal in Administration's efforts to educate employees to think through various situations, rather than memorize the 'right' thing to do in every situation, for every Code of Conduct policy.

Diagram 2

Ask yourself:

NO	NO	NO	NO	NO	NO

| Is it legal? | –YES→ | Does it comply with City policies? | –YES→ | Am I in line with The City's values and the 4 Cs? | –YES→ | Would I be comfortable if my actions were made public? | –YES→ | Would it be okay if everyone did it? | –YES→ | Am I acting in the best interests of The City? | –YES→ |

STOP

MOVE FORWARD

ASK SOMEONE

| I DON'T KNOW | I DON'T KNOW | I DON'T KNOW | I DON'T KNOW | I DON'T KNOW | I DON'T KNOW |