

SECURITY OF MUNICIPAL AFFAIRS POLICY

Purpose:

To ensure that all Municipal matters and information are to be handled in a totally professional manner at all times.

Principles:

Employees are encouraged to clear their desks of any confidential files, reports and/or working papers at the end of each working day.

Excessive care should be taken when discussing Municipal affairs and must be discussed in appropriate areas and at appropriate occasions.

The Municipality places a high value on integrity and it is the Municipality's Policy to comply with laws and regulations that apply to its various operations. It is therefore the Municipality's Policy to:

- encourage employees who have good reason to believe that the Municipality, or any of its employees, is in violation of any law, rule or regulation, to report it internally

- conduct a prompt, thorough investigation of any alleged violation and take appropriate corrective action
- prohibit any retaliatory action against an employee who has provided information in connection with an internal investigation regarding a possible violation of any law, rule or regulation by the Municipality or any of its employees
- take appropriate action against employees who have in retaliatory conduct prohibited by this Policy and who have broken laws, rules and/or regulations.

An employee who wishes to communicate a suspected violation of law, rule and/or regulation or ethical behaviour, may report such incident to his/her immediate Supervisor or to any other employee designated for this role (if any).

The Municipality's position is that all employees within the employ shall have their employment protected when exposing such violations. All employees have a duty to communicate acts or omissions that may place the organization at risk.

Council Res No. 167.6.07 dd 13 June 2007