



# KINGS TRANSIT AUTHORITY

## Code of Ethics Policy

It is the policy of Kings Transit Authority to ensure that all employees:

- a) Are aware of what constitutes a conflict of interest or breach of trust
- b) Are aware of the level of conduct and integrity which is expected of municipal employees

### 1.0 Specific Objectives

The objectives of this policy are to:

- a) Provide Kings Transit employees with guidelines for identifying potential conflicts of interest and breaches of trust
- b) help ensure that employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- c) Promote high standards of professional conduct and values among municipal employees

### 2.0 Responsibilities:

#### 2.1 Board of Directors will:

- a. Ensure that Kings Transit Authority has in place a comprehensive Code of Ethics Policy.
- b. Review, amend, and adopt changes to the Code of Ethics Policy.

#### 2.2 The General Manager will:

- a. Implement, administer and promote the Code of Ethics Policy.
- b. Ensure that all managers and supervisors promote the ethical standards expressed within the Code of Ethics Policy to their employees.
- c. Recommend amendments to the Code of Ethics Policy to the Board of directors
- d. Investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action.

#### 2.3 Service Area Manager/ supervisors will:

- a. Ensure that all employees of their service area are familiar with the Authority's Code of Ethics Policy.
- b. Advise the General Manger of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action. Recommend to the General Manger any changes to the Code of Ethics Policy which are considered appropriate.

**Responsibilities of Kings Transit Employees and Officials**

**a)** Kings Transit employees and public officials are agents of the public whose primary objective is to work towards the betterment of the Authority. As such, they are entrusted with upholding and adhering to the bylaws of the municipality in which they work as well as all applicable federal and provincial laws. As public servants, they must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their position within the Authority, regardless of their personal or financial interests.

**b) Dedicated Service:** In the course of their duties, officials and employees should strive to perform at a level which is expected of those who work in the public's interest.

**c)** Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full co-operation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.

**d) Soliciting Appointments:** Soliciting members of the Board directly or indirectly in order to obtain preferential consideration in connection with any appointment to the Authority will disqualify the candidate from further consideration for the appointment.

**e) Use of Public Property:** No employee will request or permit the use of municipality-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.

**f) Obligations to Citizens:** No employee will grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

**g) Conflict of Interest:** No employee, whether paid or otherwise, will engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgement or action in the performance of their official duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. Over and above the provisions below, employees shall follow the provisions of Conflict of Interest found within the Municipal Government Act of Nova Scotia. The following are situations which constitute conflicts of interest for municipal employees:

- **Incompatible Employment:** No employee will engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their official duties or would impair his/her independence of judgement or action in the performance of his/her official duties.
- **Disclosure of Confidential Information:** No employee will, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Authority; nor will he/she use such information to advance the financial or personal interest of him/her or others.
- **Gifts and Favours:** In keeping with established private-public business practices, no employee will show favouritism or bias toward any vendor, contractor, or others doing business with the Authority. Employees are prohibited from accepting gifts or favours from any vendor, contractor.

- **Representing Private Interests before a Municipal Agency:** No employee whose salary is paid in whole or in part by the Authority will appear on behalf of private interests before any agency or court of the municipality without the consent of the General Manger or Board of Directors. The employee will not represent private interests in any action or proceeding against the interests of the Authority or in any litigation to which Kings Transit is party. Furthermore, no employee will accept compensation or a retainer, which is conditional upon the actions of the Authority.

- **Contracts:** No Board member or employee of the Authority will have any interest, direct or indirect, in any legal contract issued by him/her or by any public committee, board, commission or department of which they are a member, or employee. However, an officer, or employee of Kings Transit Authority may enter into a legal contract with the Authority for the sale and purchase of supplies, materials, or equipment:

- 1) They are not authorized by law to act on behalf of the Kings Transit Authority in the awarding of the contract.
- 2) The tender is let in a written, public, and openly competitive manner.
- 3) All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract.

**h) Disclosure of Interest:** Any Authority employee or Board member who has a financial or personal interest in any proposed Authority legislation, and who participates in discussion with or gives an official opinion to the Board of directors, will disclose on the records of the board, the nature and extent of the interest.

**i) Political Activity:** No employee of the municipality will perform work, either volunteer or paid, on behalf of any political party or candidate during his/her hours of employment with the Authority.

### **3.0 Reporting Breaches of this Code**

Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to bring their concerns to the General Manager or Board of directors. No adverse action will be taken against any employee who, acting in good faith, brings forward such information.

### **4.0 Corrective Action**

Violation of this *Code of Ethics Policy* by a Kings Transit employee may constitute a cause for corrective action. Any reported violation of this policy will be subject to investigation by the General Manager and/or Board of Directors in the case of the General Manager. If an investigation finds an employee guilty of a breach of the *Code of Ethics Policy*, the corrective action pursued against the employee will be commensurate with the nature and severity of the violation.

### **5.0 Revisions**

The Kings Transit Authority's *Code of Ethics Policy* and/or the sections contained therein will be reviewed and amended by the Board, as recommended by the General Manager, as required.

### **6.0 General**

When administering this policy, employees must adhere to the Municipal Government Act (MGA) or any other provincial Acts governing the Authority and all relevant legislation pertaining to the subjects covered in this policy.