

Cowichan Bay Water Works District

Oath of Employment / Standards of Conduct / Employee Values Policy

Policy No. 2021 01 20

As a local government agency responsible for and committed to providing safe, high quality water services to our community, while maintaining a standard of excellence in customer service and environmental conservation, it is paramount that staff have the highest standard of ethical behaviour.

In order to ensure this principle:

- All Trustees shall be required to sign and adhere to a Standards of Conduct.
- All employees shall be required to sign and adhere to the Oath of Employment, Standards of Conduct and Employee Values.
- All employees shall sign the Oath of Employment, Standards of Conduct and Employee Values on an annual basis.

Low Penney, Chairperson

Cheryl Wirsz, District Administrator

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Appendix 1 – Trustee Standards of Conduct

Standards of Conduct for Cowichan Bay Waterworks District Trustees

This Standard of Conduct statement applies to all elected officials at the Cowichan Bay Waterworks District.

Trustees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the Cowichan Bay Waterworks District into disrepute. The honesty and integrity of the Cowichan Bay Waterworks District demands the impartiality of Trustees in the conduct of their duties.

The requirement to comply with these standards of conduct is a condition of office. Trustees who fail to comply with these standards may be subject to disciplinary action up to and including sanctions from other Board members.

1. Loyalty

Trustees have a duty of loyalty to the Cowichan Bay Waterworks District and the ratepayers. They must act honestly and in good faith and place the interests of the District ahead of their own private interests.

2. Confidentiality

Confidential information, in any form, that Trustees receive through their duties must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Trustees with care or control of financial, personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Trustees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

Confidential information that Trustees receive through their official duties must not be used for the purpose of furthering any private interest, or as a means of making personal gains.

3. Public Comments

Trustees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation, unless authorized to do so.

Trustees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding Cowichan Bay Waterworks District policies, practices or bylaws.

4. Political Activity

Trustees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Trustees' political activities, however, must be clearly separated from activities related to their official duties.

If engaging in political activities, Trustees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Trustees must not use Cowichan Bay Waterworks District facilities, equipment, or resources in support of these activities.

5. Service to the Public

Trustees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the performance of their official duties.

6. Behaviour

Trustees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of Trustees must meet acceptable social standards and must contribute to a positive team environment. Bullying or any other inappropriate conduct compromising the integrity of Cowichan Bay Waterworks will not be tolerated.

All Trustees may expect and have the responsibility to contribute to safe space. Violence is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Trustees must report any incident of violence. Any Trustee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the District must be addressed immediately.

Trustees must conduct themselves professionally, be fit for duty, and be free from impairment while on official business (for example: from alcohol or drugs).

7. Conflicts of Interest

A conflict of interest occurs when a Trustee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the official duties or responsibilities in such a way that the Trustee's ability to act in the public interest could be impaired, or the Trustee's actions or conduct could undermine or compromise the public's confidence or the trust that the public places in the Cowichan Bay Waterworks.

While the Cowichan Bay Waterworks District recognizes the right of Trustees to be involved in activities as citizens of the community, conflict must not exist between Trustees' private interests and the discharge of their official duties. Upon appointment, Trustees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising. Trustees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to the Chairperson. Trustees will not solicit a gift, benefit, or service on behalf of themselves or other Trustees.

Examples of conflicts of interest include, but are not limited to, the following:

- A Trustee uses Cowichan Bay Waterworks District property or equipment or the Trustee's position or office to pursue personal interests or the interests of another organization;
- A Trustee is in a situation where the Trustee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- A Trustee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the Trustee, or a relative or friend of the Trustee, has an interest, financial or otherwise;
- A Trustee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the Trustee's employment;
- A Trustee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the Trustee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- A Trustee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of official duties with the Cowichan Bay Waterworks District, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions; or
 - the normal exchange of gifts between friends; or
- A Trustee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

8. Working Relationships

Trustees involved in a personal relationship which compromises objectivity, or the perception of objectivity, shall not participate in any decisions in that regard. A reporting relationship exists where one Trustee has influence, input, or decision-making power over another, or the relationship affords an opportunity for collusion between the two Trustees that would have a detrimental effect on the District's interest. This restriction on working relationships may be waived provided that the Trustees are satisfied that sufficient safeguards are in place to ensure that the District's interests are not compromised.

9. Allegations of Wrongdoing

Trustees have a duty to report any situation relevant to the Chairperson that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Trustees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law. Trustees will not be subject to discipline or reprisal for bringing forward to the District Administrator or Chairperson, in good faith, allegations of wrongdoing in accordance with this Standard.

Trustees must report their allegations or concerns to the Chairperson or District Administrator, who will review the matter and responded to in writing within 10 days of receiving the Trustee's submission. Where an allegation involves the District Administrator, the Trustee must forward the allegation to the Chair. If the Trustee decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities;
- Allegations of a significant danger to the environment must be referred to Min of Environment.

10. Legal Proceedings

Trustees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for Cowichan Bay Waterworks District in that proceeding or unless it has been approved by the Cowichan Bay Waterworks District solicitor. A written opinion prepared on behalf of the District by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Chairperson or District Administrator.

11. Human Resource Decisions

Trustees are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could result. For example, Trustees are not to participate in staffing actions involving direct relatives/persons living in the same household.

12. Outside Remunerative and Volunteer Work

Trustees may hold other jobs, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as an Trustee;
- bring the Cowichan Bay Waterworks District into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official or to represent Trustee opinion or policy;
- involve the unauthorized use of work time or Cowichan Bay Waterworks District premises, services, equipment, or supplies; or
- gain an advantage that is derived from their official duties with the Cowichan Bay Waterworks.

Trustees Shall Review this Standard of Conduct Statement annually and:

- Objectively and loyally fulfill their official duties and responsibilities, regardless of their personal opinions;
- Disclose and cooperate with the District to resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Report incidents of bullying, breaches of the Standards of Conduct and wrongdoing;
- Avoid engaging in discriminatory conduct or comment; and,
- Check with the Chairperson or District Administrator when they are uncertain about any aspect of this statement.

Appendix 2 – Employee Standards of Conduct

Standards of Conduct for Cowichan Bay Waterworks District Employees

This Standard of Conduct statement applies to all persons and organizations employed by the Cowichan Bay Waterworks District.

Employees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the Cowichan Bay Waterworks District into disrepute. The honesty and integrity of the Cowichan Bay Waterworks District demands the impartiality of employees in the conduct of their duties.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

13. Loyalty

Employees have a duty of loyalty to the Cowichan Bay Waterworks District as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the Oath of Employment requires employees to serve the Board of the day to the best of their ability.

14. Confidentiality

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of financial, personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it. The proper handling and protection of confidential information is applicable both within and outside of Cowichan Bay Waterworks District and continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

15. Public Comments

Employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding Cowichan Bay Waterworks District policies, practices or bylaws.

16. Political Activity

Employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use Cowichan Bay Waterworks District facilities, equipment, or resources in support of these activities.

Partisan politics are not to be introduced into the workplace; however, informal private discussions among co-workers are acceptable.

17. Service to the Public

Employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

18. Workplace Behaviour

Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of Cowichan Bay Waterworks will not be tolerated.

All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions

of the WorkSafeBC Occupational Health and Safety Regulations.

Employees must conduct themselves professionally, be fit for duty, and be free from impairment (for example: from alcohol or drugs).

19. Conflicts of Interest

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that the employee's ability to act in the public interest could be impaired, or the employee's actions or conduct could undermine or compromise the public's confidence in the employee's ability to discharge work responsibilities; or the trust that the public places in the Cowichan Bay Waterworks.

While the Cowichan Bay Waterworks District recognizes the right of employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their employment duties. Upon appointment, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising. Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their manager.

Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses Cowichan Bay Waterworks District property or equipment or the employee's position or office to pursue personal interests or the interests of another organization;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- An employee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment with the Cowichan Bay Waterworks District, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;

- the normal presentation of gifts to persons participating in public functions; or
- the normal exchange of gifts between friends; or
- An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

20. Working Relationships

Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input, or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.

The above restriction on working relationships may be waived provided that the Trustees are satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

21. Allegations of Wrongdoing

Employees have a duty to report any situation relevant to the District Administrator that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law. Employees will not be subject to discipline or reprisal for bringing forward to the District Administrator, in good faith, allegations of wrongdoing in accordance with this Standard.

Employees must report their allegations or concerns to the District Administrator, who will acknowledge receipt of the submission and have the matter reviewed and responded to in writing within 30 days of receiving the employee's submission. Where an allegation involves the District Administrator, the employee must forward the allegation to a Trustee.

If the employee decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities;

22. Legal Proceedings

Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for Cowichan Bay Waterworks District in that proceeding or unless it has been approved by the Cowichan Bay Waterworks District solicitor. A written opinion prepared on behalf of the District by any legal counsel is privileged and is, therefore, not to be released without prior approval of the District Administrator.

23. Human Resource Decisions

Employees are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could result. For example, employees are not to participate in staffing actions involving direct relatives/persons living in the same household.

24. Outside Remunerative and Volunteer Work

Employees may hold other jobs, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as an employee;
- bring the Cowichan Bay Waterworks District into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent Trustee opinion or policy;
- involve the unauthorized use of work time or Cowichan Bay Waterworks District premises, services, equipment, or supplies; or
- gain an advantage that is derived from their employment with the Cowichan Bay Waterworks.

Employees Shall Review this Standard of Conduct Statement Annually and:

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the persons in power and regardless of their personal opinions;
- Disclose and cooperate with the employer to resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behavior;
- Report incidents of bullying, breaches of the Standards of Conduct and wrongdoing;
- Avoid engaging in discriminatory conduct or comment; and,
- Check with their manager when they are uncertain about any aspect of this statement.

Appendix 3 – Employee Values

Cowichan Bay Waterworks District - Staff Values

The Cowichan Bay Waterworks District has one overarching value—**Integrity**—and six core staff values: Curiosity, Service, Passion, Teamwork, Accountability and Courage.

These principles describe the qualities we value in ourselves and our colleagues. Values guide recruitment, orientation, training, performance coaching and recognition. They must be considered when rating an employee's performance.

Integrity, curiosity, service, passion, teamwork, accountability and courage shape our culture and help:

- Foster practices that build a positive work culture
- Improve organizational performance
- Define shared expectations
- Maintain consistency

1. Integrity - Always with Integrity

Recognizing the clear importance of integrity to employees and to the organization is the single overarching characteristic of the Cowichan Bay Waterworks District. There is no sliding scale of integrity, you have it or you do not. To perform with integrity is to uphold both the Standards of Conduct for the Cowichan Bay Waterworks District and to make the individual choice to do what is right as a professional.

a. Curiosity

If we need the courage to innovate, we also just as surely need the curiosity to find alternatives to the status quo. That's why the Cowichan Bay Waterworks District values employees who approach their work with the curiosity to:

- Seek better ways to achieve goals
- Pursue opportunities to learn and develop
- Welcome ideas from others
- Be willing to learn from failure as well as success.

b. Service

Serving the needs, interests and expectations of the people of the Cowichan Bay Waterworks District efficiently is the first priority of all of us in the Cowichan Bay Waterworks District. That's why we value employees who show a commitment to service in their work that includes:

- Maintaining a clear focus on creating positive outcomes for citizens
- Working collaboratively to enable success
- Valuing different viewpoints
- Placing organizational objectives ahead of personal goals

c. Passion

People choose to work with the Cowichan Bay Waterworks District. Being passionate does not mean you have to be an extrovert. It means you care enough about what you do that you are motivated to apply the best of yourself. That's why the Cowichan Bay Waterworks District values employees who approach their work with a passion for:

- Taking pride in their work in service to the public
- Seeing ideas and people succeed
- Being a model of motivation and a positive influence for others

d. Teamwork

The range of responsibilities to be met by the Cowichan Bay Waterworks District has always required a commitment to collaboration. That's why we value employees who understand that teamwork:

- Builds trust by respecting the contributions of others
- Encourages new ideas
- Contributes to larger goals and positive engagement
- Depends on supporting others and sharing information

e. Accountability

As we strive to be more innovative and be more open to taking thoughtful risks, we must also maintain our responsibility to be accountable to the people we serve. That's why the Cowichan Bay Waterworks District values employees who demonstrate accountability in their work through:

- Setting clear goals and measuring success
- Staying focused on the outcomes Trustees are trying to achieve
- Taking responsibility for decisions and completing tasks
- Being consistently proactive in decisions
- Showing the persistence and tenacity to overcome obstacles

f. Courage

The Cowichan Bay Waterworks District is faced with a host of challenges that demand the courage to adapt, change and innovate. That's why we value employees who approach their work with the courage to:

- Take thoughtful risks in generating and implementing ideas
- Be biased toward action
- Apply imagination
- Empower others to take initiative even in uncertain times
- Look beyond the process to see the possible
- Pursue a vision for the future

Appendix 4 – Employee Oath

Cowichan Bay Waterworks District

Oath of Employment

As an employee of the Cowichan Bay Waterworks District, I do solemnly swear that I will

1. Loyalloy serve the residents and landowners in the Cowichan Bay Waterworks District through their democratically elected Trustees,
2. Honour and faithfully abide by the Standards of Conduct for Cowichan Bay Waterworks District, and
3. To the best of my ability,
 - a. act with integrity, putting the interests of the public and the Cowichan Bay Waterworks District above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - b. safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
 - c. base my advice, recommendations and decisions on the objective evidence that is available to me,
 - d. serve the Cowichan Bay Waterworks District impartially, and
 - e. conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Cowichan Bay Waterworks District and does not bring it into disrepute.

Sworn by me, at Cowichan Bay, BC, this th day of January, 202_.