

**CITY OF WINNIPEG
COMMUNITY CENTRE
VOLUNTEER/EMPLOYEE CODE OF CONDUCT**

PART A. DEFINITIONS

“**GCWCC Board**” means the statutory officers of the elected/appointed Board of the General Council of Winnipeg Community Centre’s;

“**Community Centre**” means a City of Winnipeg facility that is operated by a volunteer board of directors, and partially funded by the City of Winnipeg through an operating grant as defined in the Community Centre Universal Funding Formula.

“**City**” means The City of Winnipeg;

“**dependant**” means

(a) the spouse of an employee, including a person who is not married to the employee but whom the employee represents as his or her spouse, or

(b) any child, natural or adopted, of the employee regardless of age

“**employee**” means a person employed by a Community Centre or the General Council of Winnipeg Community Centre Board, and includes a statutory officer.

“**volunteer**” is a person who carries out unpaid activities, occasionally or regularly, to help the Community Centre accomplish its goals

“**person**” includes a firm, partnership, association or other body, whether incorporated or unincorporated;

“**statutory officer**” means a volunteer of a Community Centre who occupies a position created by the Constitution of a Community Centre and has duties defined by that Constitution.

PART B. GENERAL PRINCIPLES

Volunteers and employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. The public interest must be their primary concern. Their conduct in their official affairs must be above reproach at all times.

Volunteers and employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of a Community Centre in their dealings with persons doing or seeking to do business with the City.

Volunteers and employees must not engage in any conduct or activity that contravenes any law in force in Manitoba, including city by-laws, which might detrimentally affect the Community Centre's reputation, make the volunteer/employee unable to properly perform his or her volunteer/employment responsibilities, cause other volunteers/employees to refuse or be reluctant to work with the volunteer/employee, or otherwise inhibit the Community Centre's ability to efficiently manage and direct its operations.

PART C. PREAMBLE

1. This Code of Conduct is to operate in addition to other policies, regulations, and administrative directions for volunteers/employees, as may be determined from time to time by the City of Winnipeg and the General Council of Winnipeg Community Centre Board.
2. Every provision of this Code is intended to be severable, and if any term or provision is determined to be illegal or invalid for any reason, that illegality or invalidity shall not affect the validity of the remainder of the Code.
3. Where, in relation to any employee, any provision of this Code is inconsistent with a collective bargaining agreement or employment contract which applies to that employee, the provision of the collective agreement or the employment contract prevails.

PART D. SPECIFIC PROVISIONS

Without limiting the generality of Part B:

1. Every volunteer/employee, in the discharge of his or her duties and at all times, shall comply with *The Freedom of Information and Protection of Privacy Act*.
2. No employee shall engage in any outside employment, business, or undertaking for the employee's direct or indirect personal gain,
 - (a) that will, or is likely to, interrupt or interfere with, the performance of his or her employment duties;
 - (b) that requires or involves activities related to the outside employment, business, or undertaking, during any portion of the work day in which the employee is

required to perform duties for the Community Centre/General Council of Winnipeg community Centre Board;

- (c) in which the employee will gain, or appear to gain, a benefit as a result of his or her position with the Community Centre/General Council of Winnipeg Community Centre's;
 - (d) that will, or is likely to, influence, affect, or impair the manner in which the employee carries out his or her duties with the Community Centre/General Council of Winnipeg Community Centre's, or his or her impartiality;
 - (e) in such a manner, or in such a way, as to appear to be acting on behalf of the Community Centre/General council of Winnipeg Community Centre's, or appears to represent an opinion of the Community Centre/General Council of Winnipeg Community Centre's.
3. No volunteer/employee shall accept any gift, favour, commission, reward, advantage or benefit of any kind from any person who is directly or indirectly involved in any business relationship whatsoever with the Community Centre/General council of Winnipeg Community Centre's, unless it is:
- (a) a nominal exchange of hospitality among persons doing business;
 - (b) a token exchanged as a part of protocol; or
 - (c) a normal presentation made to persons participating in public functions.
4. No volunteer/employee shall accept free travel or accommodation from any person with whom the Community Centre/General council of Winnipeg Community Centre's does, or may do business, unless such travel/accommodation is pre-authorized by the Community Centre Board/General Council of Winnipeg Community Centre's Board and is further to an existing contractual arrangement.
5. No volunteer/employee shall take advantage of discounts/rebates on personal purchases from suppliers having a business relationship with the Community Centre/General council of Winnipeg Community Centre's, unless those suppliers offer similar discounts/ rebates to the general public, or the offer is made through a program which has been authorized by the Community Centre Board/General Council of Winnipeg Community Centre's Board.
6. No volunteer/employee shall use, or request the use of, any Community Centre/General Council of Winnipeg Community Centre's/ City property, including surplus material, for personal convenience or profit, unless the property is made available to the employee as a matter of Community Centre/General Council of

Winnipeg Community Centre's/City policy or under the terms of his or her volunteerism/employment or appointment.

7. No volunteer/employee shall use any information acquired as a result of his or her duties with the Community Centre/General Council of Winnipeg Community Centre's for personal benefit unless the information is available to the public unless approved by either the Community Centre Board or GCWCC Board, where appropriate.
8. No volunteer/employee shall represent the Community Centre/General Council of Winnipeg Community Centre's in dealings with any persons in which he or she has a direct or indirect pecuniary interest or with his or her dependants or relatives.
9. No employee shall actively campaign, or solicit funds, for a potential or declared candidate for elected office during any portion of the work day in which the employee is required to perform duties for the Community Centre/General Council of Winnipeg Community Centre.

PART E. ENFORCEMENT

1. Where a volunteer/employee perceives that he or she is, or may potentially be, in a conflict with the principles set out in Part B, they shall disclose the conflict, or the potential conflict, in writing, along with the circumstances leading to the conflict, or potential conflict, to:
 - (a) his or her Community Centre Board/General Council of Winnipeg Community Centre Board, in the case of a volunteer/employee of an employee;
 - (b) the General Council of Winnipeg community Centre Board, in the case of a Community Centre Board member;and shall keep all such information current.
2. Any person who is of the opinion that an volunteer/employee may have contravened this Code may file a complaint in writing with:
 - (a) the Community Centre Board, where the volunteer/employee is not a statutory officer;
 - (b) General Council of Winnipeg Community Centre Board, where the employee is a statutory officer.

Note: It is the expectation that any volunteer/employee who is aware that another employee has contravened this code will file a complaint with the appropriate person noted above.

Where a complaint is filed in good faith, the Community Centre Board, or General Council of Winnipeg Community Centre Board where the employee is a statutory officer, shall ensure that the person filing the complaint is not subject to reprisal, threat of reprisal, or discipline as a result of filing the complaint.

3. Where a disclosure of conflict or potential conflict is made under section 1, or a complaint is filed under section 2, the Community Centre Board, or the General Council of Winnipeg Community Centre Board where the employee is a statutory officer, may require the volunteer/employee to take such steps to withdraw from participation in the matter in which the potential or alleged conflict arises as may be reasonable in the circumstances, until it has been determined if an actual conflict exists.

4. Where a disclosure or complaint is received:

(a) the Community Centre Board, or the General Council of Winnipeg Community Centre Board the volunteer/employee is a statutory officer, shall

(i) investigate the potential conflict,

(ii) determine whether or not there is an actual conflict, and

(iii) if an actual conflict is found, determine, in accordance with section 5, the appropriate remedial action to be taken;

(b) the General Council of Winnipeg Community Centre Board may appoint, or retain, an employee or other individual to investigate, or assist in investigating, the potential conflict;

and, subject to section 7, any decision of the Community Centre Board/ General Council of Winnipeg Community Centre Board is final and binding.

5. Contraventions of this Code, including failure to disclose a conflict pursuant to this Code, may result in one or more of the following remedial actions being taken:

(a) require the employee to terminate the outside employment, business or undertaking, or transfer assets into a blind trust;

(b) accept the resignation of the volunteer/employee;

(c) initiate disciplinary proceedings which may include dismissal except that where a volunteer/ employee is liable to disciplinary proceedings under this Code and some other policy, rule or regulation for the same contravention, the Community Centre Board/ General Council of Winnipeg Community Centre Board shall

elect whether it will proceed under this Code or the other policy, rule or regulation; or

- (d) any other remedy or action that is just and appropriate in the circumstances.
6. Each contravention of this Code will be considered and dealt with on its own particular facts or circumstances.
 7. Any remedial action taken pursuant to section 5 may be appealed through the appropriate legal process:
 - (a) where an employee is employed pursuant to a collective bargaining agreement, pursuant to the grievance/arbitration provisions of that collective bargaining agreement; or,
 - (b) in the case of a volunteer/employee who is not covered by a collective agreement, and who is not a statutory officer to the Community Centre Board or,
 - (c) in the case of a statutory officer of the General Council of Winnipeg Community Centre Board.

PART F. ADMINISTRATION OF THE CODE

1. Community Centre Boards and the General Council of Winnipeg Community Centre Board are responsible for
 - (a) implementing and administering the Code of Conduct; within their organization and to,
 - (b) ensure all volunteers/employees are made aware of, and comply with, the Code of Conduct.