

Token of appreciation **or** conflict of interest?

The City of Calgary Code of Conduct. Your behaviour matters.
Find out at calgary.ca/employeecode

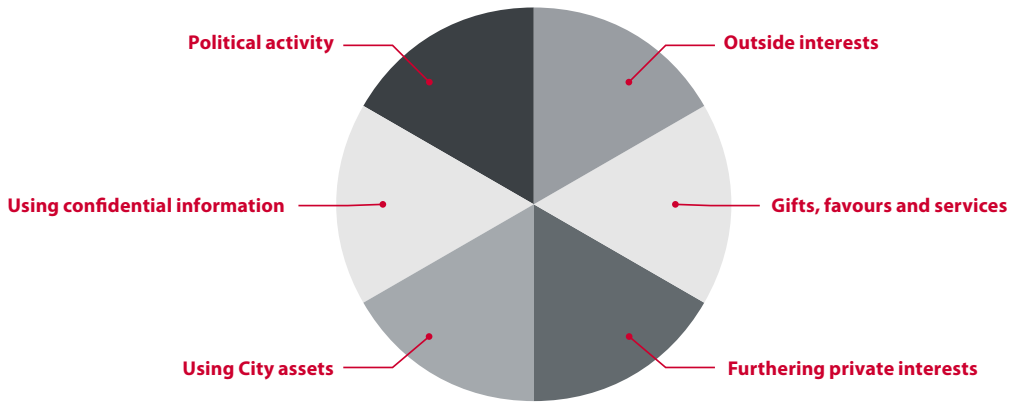


Code of Conduct: Conflict of Interest Policy

Let's talk about Conflict of Interest.

Our Conflict of Interest policy provides rules and guiding principles to help employees avoid a conflict of interest situation. A conflict of interest might occur if you have, or are perceived to have, influence on City decisions that might benefit you, a relative or connected

party like another employer. It could also occur if you have a private or personal interest that can influence, or even appear to influence, the impartial exercise of your City duties. Conflicts of interest can affect The City's overall reputation.



Tips to guide you on the Conflict of Interest policy

Outside Interests	We encourage you to get involved in your community, but you cannot use City time or resources to do it.
Gifts, Favours and services	Don't accept a gift if you think others might perceive it is a payment for consideration or City work.
Furthering private interests	You cannot use your position in The City to further your private interests or that of your relatives, business associates or friends. If you think you have a conflict, disclose it to your manager.
Using City assets	Only use a City asset, like a City vehicle, for the work related tasks.
Using Confidential Information	In your role at The City you may come in contact with personal or sensitive information. You can only use and share this information to fulfill your City work. This may apply even after leaving your City role.
Political Activity	You can get involved in political work but it must be conducted on non-work time and outside of the workplace.

For more information on all the Conflict of Interest sections refer to the policy and/or go to Calgary.ca/employeecode.

Questions about this policy?

- Talk to your supervisor or the BAS HR Business Partner in your area.
- Management can contact Labour Relations for policy interpretation 403-268-2236.