



	<b>REPORT No.: 2020- 02</b>
<b>MEETING DATE: JANUARY 9, 2020</b>	<b>DATE PREPARED: DECEMBER 23, 2019</b>
<b>SUBJECT: EMPLOYEE POLITICAL NEUTRALITY POLICY</b>	

**RECOMMENDATION**

That with respect to report no. 2020-02 (CAO Division), we, The District of Thunder Bay Social Services Administration Board approve the Employee Political Neutrality Policy as presented;

AND THAT we authorize the Chief Administrative Officer to make amendments to the Policy with respect to housekeeping items, as may be required from time to time.

**REPORT SUMMARY**

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB) with information related to the intent of an Employee Political Neutrality Policy.

**INTENT OF POLICY**

The TBDSSAB believes that the effective operation of the organization requires that our Leadership:

- Conduct themselves at work and away from work in a manner consistent with the fact that TBDSSAB should be politically neutral;

TBDSSAB employees are required to observe the highest ethical standards, and carry out their duties regardless of personal considerations or interests. Employees are expected to exercise honesty, diligence and integrity in the performance of their duties and to avoid interests, activities or influences which might result in a real or perceived conflict of interest based on their political activity.

**COMMENTS**

The Employee Political Neutrality Policy is designed to demonstrate the TBDSSAB's commitment to its employees conducting themselves in a manner consistent with the fact that TBDSSAB should be politically neutral

**FINANCIAL IMPLICATIONS**



There are no direct financial implications associated with the approval of the Political Neutrality Policy.

**CONCLUSION**

It is concluded that that the Employee Political Neutrality Policy should be approved as presented.

**REFERENCE MATERIALS ATTACHED**

Attachment #1: [Employee Political Neutrality Policy](#)

<b>PREPARED BY:</b>	Shari MacKenzie, Acting Manager of Human Resources The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

<b>POLICY</b>	CATEGORY/SECTION <b>HUMAN RESOURCES - EMPLOYMENT</b>
	SUBJECT <b>EMPLOYEE POLITICAL NEUTRALITY</b>

## **AUTHORITY**

This policy applies to all Employees at or above the Supervisor level of The District of Thunder Bay Social Services Administration Board (TBDSSAB).

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## **POLICY**

### **Political Activity**

Employees are required to conduct themselves in a manner that avoids any suggestion that TBDSSAB supports or opposes any particular political party

Employees may be involved in municipal, provincial and federal campaigns so long as the involvement does not affect or appear to affect the objectivity with which they carry out their duties.

Political campaigning and/or activities cannot occur during working hours and employees are prohibited from using TBDSSAB property, resources (etc.) in connection with any political activity during working or non-working hours.

### **Political Office**

Any employee, must disclose to the Chief Administrative Officer (CAO) in advance if they wish to be a candidate for federal, provincial, or municipal office or any other elected public office. Employees may run as a candidate or hold political office,

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providing there is no conflict with their regular duties at the TBDSSAB as deemed by the CAO.

An employee is required to disclose in advance his/her candidacy and election/ appointment to political office or board in writing to the CAO.

Employees running for federal, provincial or local municipal office are required to submit an unpaid leave of absence request to the CAO should they require time off during normal working hours to campaign and for the period that he/she holds political office.

Employees shall not campaign on TBDSSAB premises.

Employees shall not use TBDSSAB resources including but not limited to: premises; equipment; supplies; employees; (etc.) to campaign.

## **STANDARDS OF APPLICATION**

### **Employee**

Employees must act in a manner consistent with this policy. If an employee is uncertain whether a particular political activity may be problematic, the employee should discuss the matter with their Supervisor. Such discussions should be documented by both parties.

### **Supervisor**

Supervisors will respond to questions and investigate unique issues. Supervisors will also identify, investigate and report to the Human Resources Department any violation of this policy.

### **Human Resources Department**

The Manager, Human Resources will investigate and review any reported cases of violation of this policy and administer or approve any disciplinary action. The CAO will be made aware of any alleged violations of this policy.

## **RELATED POLICIES**

Code of Conduct Policy  
Conflict of Interest Policy

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