



## **City of Hamilton**

### **Confidential Code of Conduct Disclosure Form**

This form is intended for use by employees who wish to disclose a real or perceived Breach of the Code of Conduct for Employees Policy and the related Schedules. It is to be completed by the Employee, their Second-Removed-Leader, and the General Manager, in consultation with Human Resources.

Discrepancies regarding the breaches identified and any proposed mitigation plans will be resolved by the City Solicitor.

The form and its contents **will be kept confidential**.

If you have questions pertaining to the Policy or Schedules, please consult with your Supervisor/Manager, or contact HR at [codeofconduct@hamilton.ca](mailto:codeofconduct@hamilton.ca). You can review the documents [here](#) on Howi.

For disclosures regarding Gift and Hospitality, please use the [Disclosure of Gifts and Hospitality Form](#).

Please submit completed Disclosure Forms to Human Resources at [codeofconduct@hamilton.ca](mailto:codeofconduct@hamilton.ca).

Failure to complete a Disclosure Form in the event of a real or perceived breach may result in appropriate disciplinary measures, up to and including termination of employment.

**PART A: To be Completed by Employee**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate the Real or Perceived Breach You Wish to Disclose.

Schedule	Title	Examples of a breach of this Schedule include, but are not limited to:	✓
Schedule A	<a href="#">Conflict of Interest</a>	(a) Influencing the award of city contracts, licenses, permits, etc. (b) Pecuniary or non-pecuniary gain for services rendered (c) Preferential treatment of vendors, family members, social contacts, etc. (d) Public criticism of the City or City employees.	
Schedule B	<a href="#">Fees, Gifts and Hospitality</a>	Acceptance of a Fee, Gift, or Hospitality from individuals or organizations that: (a) are applying for, or are in receipt of, services from the City (b) business with, or want to do business with, the City  Please complete the <a href="#">Disclosure of Gifts and Hospitality Form</a> .	
Schedule C	<a href="#">Financial and Business Integrity</a>	(a) Misuse of confidential information, insider information, funds, software, etc. (b) Participation in fraudulent, illegal or dishonest activities (c) Unauthorized use of City property or resources (d) Undisclosed purchase or lease or real estate from or to the City (e) Unauthorized use of intellectual property.	
Schedule D	<a href="#">Outside Employment and Activities</a>	(a) Participation in employment, a business, or outside activities that: (i) interferes with employee’s employment, (ii) uses City resources, (iii) is a conflict of interest (b) Participate in the sale of goods or services to the City or bid on City contracts (c) Activities that are misaligned with the City’s culture and values, or detrimental to the reputation of City (d) Undisclosed community board activity (e) Political activity that interferes with work activities, that may misrepresent the City, or is inconsistent with the Municipal Elections Act.	

Schedule	Title	Examples of a breach of this Schedule include, but are not limited to:	✓
Schedule E	<a href="#">Anti-Nepotism</a>	(a) Influencing recruitment or selection decisions of family members of social contacts (b) Influencing employment-related decisions of family members or social contacts (c) Undisclosed familial or social relationship, including reporting relationship.	
Schedule F	<a href="#">Interacting with the Office of the Auditor General</a>	Lack of cooperation with Office of the Auditor General during an investigation by sharing all relevant information and documentation and by keeping the investigation confidential.	
Schedule G	<a href="#">Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety</a>	Refusal to share consultant reports with identified imminent risks to human health or safety with City Council.	

Provide a brief description of the activity, relationship, or interest that you wish to disclose (attach additional pages if necessary):

Explain how this activity, relationship, or interest is, or may be perceived to be, a breach of the Code of Conduct for Employees (attach additional pages if necessary):

Explain the mitigation plan - how you will manage the situation to avoid a breach of the Code of Conduct for Employees or the relevant Schedule (attach additional pages if necessary):

*Note: If insufficient details are submitted, additional information may be requested by the Employee's Supervisor or General Manager.*

The details provided within this Disclosure Form are complete and true to the best of my knowledge.

If, at any time following the signing of this Code of Conduct Disclosure Form, there are any changes to the information given, I understand that it is my responsibility to update this information as required and will immediately file an updated Disclosure Form.

Regardless of any changes that occur, I understand that updated Disclosure Forms are required to be submitted each year during the Code of Conduct sign off process. Disclosure required during the job posting process (see Schedule E) must be completed under separate documentation provided by HR Talent Specialist.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part B: To Be Completed by the Second-Removed-Leader**

I \_\_\_\_\_ have reviewed the Confidential Code of Conduct Disclosure Form and I find:

The situation presented is a real or perceived breach of the Code of Conduct for Employees Policy or the related Schedules.

Yes                       No

The situation presented has the potential to create a real or perceived breach of the Code of Conduct for Employees Policy or the related Schedules

Yes                       No

My recommendation is as follows (may include a plan to mitigate or eliminate the real or perceived breach):

\_\_\_\_\_  
Signature (Second-Removed-Leader)

\_\_\_\_\_  
Date

**PART C:**

**DETERMINATION OF THE GENERAL MANAGER**

This section must be completed by the General Manager of the Department.

I, \_\_\_\_\_ have considered the particulars of the situation described in PART A and B of the Confidential Code of Conduct Disclosure Form and have consulted with Human Resources to proceed with the following determinations:

I find that the situation presented is a real or perceived breach of the Code of Conduct for Employees Policy or the related Schedules:

- Yes                       No

I find the situation presented has the potential to create a real or perceived breach of the Code of Conduct for Employees Policy or the related Schedules:

- Yes                       No

Given the proposed mitigation strategy, I believe there is no longer a breach, or a potential breach (real or perceived) of the Code of Conduct for Employees Policy or the related Schedules:

- Yes                       No

Where unable to find a satisfactory mitigation, I have consulted with Human Resources, and the proposed next steps are as follows:

\_\_\_\_\_  
Signature (General Manager)

\_\_\_\_\_  
Date

PLEASE submit the completed Disclosure Form to Human Resources at [codeofconduct@hamilton.ca](mailto:codeofconduct@hamilton.ca).