Code of Conduct Policy

Purpose:

To establish the ethical standards and behavioural expectations for all Edmonton Police Service (EPS) employees, including sworn and civilian members, contractors, and volunteers.

To promote integrity, accountability, and professionalism in all activities and decisions, ensuring public trust and confidence in the organization.

Statement of Principle:

The EPS is committed to the highest ethical standards and professional conduct in all aspects of its operations. EPS Members are expected to demonstrate integrity, accountability, and respect in every action and decision, fostering a culture of trust and confidence within the organization and the community we serve.

Policy Statement:

The EPS is committed to conducting its operations with integrity, professionalism, and respect. This Code of Conduct establishes the principles and standards that guide behaviour, ensuring actions are consistent with organizational values, applicable legislation, and public trust. Compliance with this policy is mandatory and informs decision-making across all activities of the EPS.

A. Scope

This policy applies to:

- Sworn and civilian members
- Contractors
- Volunteers
- Authorized agents

B. Guiding Principles

The key guiding principles that must be followed include:

1. Uphold the organization's core values:
    a. Integrity
    b. Accountability
    c. Respect
    d. Courage
    e. Community
2. Act ethically, honestly, and in good faith,
3. Identify and disclose actual, perceived, or potential conflicts of interest,
4. Appropriately manage confidential and personal information,
5. Use organizational resources responsibly,
6. Prioritize the best interests of EPS in carrying out duties and responsibilities,
7. Comply with all applicable laws, regulations, and policies.

C. Standards of Conduct

This Code of Conduct establishes foundational standards for all EPS Members. It is not intended to replace more specific policies or procedures. Where more detailed guidance exists in other EPS policies or procedures or in the City of Edmonton (COE) Code of Conduct, those documents should be consulted in conjunction with this Code.

1. Respect and Inclusion:
    a. Treat all individuals with respect, dignity, and empathy,
    b. Promote diversity, equity, and inclusion,
    c. Do not engage in discrimination, harassment, bullying, or violence.

Additional information can be found in **HR26PO Equitable, Diverse and Inclusive Workplace Policy**, **HR27PO Respectful Workplace Policy**, **HR29PO Occupational Health, Safety, and Wellness Policy** and **OP2PO Fair and Equitable Policing Policy**.

2. Integrity and Accountability:
    a. Be honest, transparent, and accountable for all actions,

b. Avoid using position for personal gain,

c. Report unethical behaviour or misconduct on the part of any individual to whom this policy applies,

d. Cooperate fully with investigations by following established EPS procedures for reporting and investigation.

Additional information can be found in **GO9PO Whistleblower Policy** and **CO2-1PR Discipline of Members Procedure**.

3. Conflict of Interest:

   a. Disclose any personal, financial, or relational interests that may present a conflict of interest.

   b. Recuse yourself from participating in decisions where a conflict may exist.

   c. Proactively take appropriate measures to mitigate potential conflicts through approved processes (e.g. disclosure to a supervisor, recusal from decisions, reassignment, or other actions directed by the chain of command).

Additional information can be found in **CO2-2PR Conflict of Interest and Members' Involvement in Criminal Activities Procedure** and **CO4PO Conflict of Interest Policy**.

4. Confidentiality and Privacy

   a. Appropriately manage confidential and personal information in accordance with applicable policies and legislative requirements.

   b. Maintain confidentiality and discretion when participating in investigative proceedings.

Additional information can be found in **IS2PO Disclosure of Information Policy** and **IS9PO Information Security Policy**.

5. Use of Resources:

   a. Use organizational assets (e.g. time, equipment, funds) only for authorized purposes in accordance with applicable policies.

   b. Ensure that any use of EPS resources is only done in accordance with applicable policies, including in relation to personal business or political activity.

6. Gifts and Benefits:

   EPS members must not solicit or accept gifts, cash-like gifts, gratuities, discounts, or other benefits, except as permitted under applicable EPS policies and procedures. When in doubt, members must consult their immediate supervisor. Any gifts offered or received outside nominal limits or procedure must be reported through the chain of command.

Additional information can be found in **FI3-2PR Acceptance of Gifts by EPS Members Procedure**.

7. Extra Employment:

   a. Members must provide written notification to their direct supervisor to request authorization for extra employment. If approved by their direct supervisor, the request will be sent to the appropriate Director in Human Resources for final review and approval, before the member may engage in Extra Employment.

   b. Ongoing volunteer activities require the same notification and approval process outlined in Section E1. Subject to Section E3, short-term volunteer work (e.g. a one-day or weekend not-for-profit event) does not require notification and approval.

   c. All Extra Employment Activities must not interfere with EPS duties and responsibilities, create a Conflict of Interest, or use EPS resources.

Additional information can be found in **HR42PO Engagement in Extra Employment Policy**.

8. Public Communications:

   a. Refer all media inquiries to designated communications staff.

   b. Do not speak on behalf of the organization unless specifically authorized. Authorized spokespeople must follow established messaging, approval workflows, and legal requirements.

   c. Public statements must be accurate, appropriate, and consistent with policy, and should avoid causing reputational harm to EPS.

Additional information can be found in **IS3PO Corporate Communications Policy**, **IS4PO Social Media Policy**, **IS4-2PR Social Media Use Procedure**, and **IS7PO Media and Police Relations Policy**.

9. Ethical Decision-Making:

a. All EPS members are expected to uphold the highest ethical standards, following established policies, procedures, and applicable legislation (e.g. *Police Act*).

b. This responsibility should include using the SELF test:

- Scrutiny: Would your decision withstand public scrutiny?
- Ethical: Is it consistent with ethical standards?
- Lawful: Is it legal?
- Fair: Is it fair to all parties involved?

Additional information can be found in **HR41PO EPS Code of Ethics Policy**.

D. Reporting and Non-Compliance

1. Report suspected or potential violations of this policy and/or related policies and procedures to a supervisor or other appropriate individual (e.g. Respectful Workplace, Whistleblower Line, HR Advisor, etc.).
2. Retaliation against anyone reporting suspected or potential violations of this policy in good faith is strictly prohibited.
3. Violations and/or retaliation may result in disciplinary action, up to and including termination.

E. Responsibilities

1. Employees:

a. Understand and comply with this policy and any other applicable policies and procedures,

b. Disclose actual or potential conflicts of interest as soon as possible,

c. Report suspected or potential violations of this policy as soon as possible.

2. Supervisors:

a. Model ethical behaviour,

b. Support other employees,

c. Acknowledge employee concerns as soon as possible and take action consistent with EPS policies and procedures.

3. Senior Leaders:

a. Understand and adhere to standards of conduct that are at a level commensurate with their position in the organization,

b. Discharge any fiduciary duties with honesty and integrity.

F. Review and Amendments

This policy may be reviewed within two years of its implementation to assess its effectiveness and identify any updates required due to changes in legislation, organizational structure, emerging best practices, or other identified needs.