



## Township of Douro-Dummer - Human Resources Policy Manual

<b>Policy Title:</b>	CBO Code of Conduct	<b>Policy Number:</b>	1.1 (b)
<b>Effective Date:</b>	June 30, 2021	<b>Revision Number:</b>	3
		<b>Replaces:</b>	A-14 January 15, 2019
<b>Prepared By:</b>	Human Resources	<b>Approved By:</b>	CAO

### 1.1.1 (b) Purpose

To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the building code.

To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the building code.

To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the building code by the Chief Building Official and Inspectors.

### 1.1.2 (b) Application

This policy applies to the Chief Building Official and any Building Inspectors appointed by the Municipality but does not preclude them from other Municipal code of conduct policies.

### 1.1.3 (b) Consequences of Non-Compliance

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that this Code of Conduct has been breached. Corrective action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with the Township's corrective action policy (please see Policy 2.2 Corrective Action) and relevant employment standards.



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### 1.1.4 (b) Procedures

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes, and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and examination function.
10. Extend professional courtesy to all.

Any personal information received shall be subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M-56