City of Hamilton
Confidential Code of Conduct Disclosure Form

This form is intended to be used by those persons who wish to disclose a personal direct or indirect violation of the Code of Conduct, whether real or potential. This form, and the information that it contains, will be kept confidential.

The City of Hamilton’s Code of Conduct for Employees, Schedules A, B, C, D, and E, and the Code of Conduct Procedure should be read prior to completing this form.

For disclosures regarding gifts and hospitality, please use the Disclosure of Gifts and Hospitality Form.

PART A: To be Completed by Employee

Name: ___________________________________  Employee ID__________________________
Date: __________________________________

Indicate the real or potential violation of the Code of Conduct that you wish to disclose:

- Personal interest in a Business, Contract or Transaction  √
- Personal, Financial, Familial, or Social Relationship
- Acceptance of Fee, Benefit or Financial Favour
- Use of Confidential Information
- Outside Activity (Employment, Board Involvement, etc.)
- Political Activity
- Other (explain)

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 violation of the Code of Conduct for Employees (attach additional pages if necessary):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Explain how you will manage the situation to avoid a violation of the Code of Conduct for Employees (attach additional pages if necessary):

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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

I have read the City of Hamilton’s Code of Conduct for Employees, the attached Schedules, and the Code of Conduct Procedure and I understand the requirement for disclosure. The details provided within this disclosure form are accurate 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 will immediately file a supplementary disclosure form with my Supervisor or another member of my Departmental Management team, as appropriate.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Part B: To Be Completed by the Supervisor/Management

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

The situation presented is a violation of the Code of Conduct

□ Yes □ No

My recommendation is as follows:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

_____________________________       __________________________
Signature                     Date
PART C:

DETERMINATION OF THE MANAGER ONCE REMOVED

This section must be completed by the Manager Once Removed from the Employee.

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. I am making the following determinations:

I. I find that the situation presented is a violation of the Code of Conduct
   □ Yes □ No

II. I recommend that the Code of Conduct violation should be:
    □ Allowed to Continue □ Not Allowed to Continue

III. Where I recommend that if the Code of Conduct violation is allowed to continue, the employee must follow the below conditions in order to manage the situation appropriately:
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________

IV. Where I recommend that a Code of Conduct violation is not allowed to continue, and that the employee must:
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________
    __________________________________________________________

Signature Manager ______________________ Date ______________________

*Forward the original form (Parts A and B) and any additional pages marked “Confidential” to Human Resources for Employee's file; Manager Once Removed to retain one copy; Supervisor to retain one copy; Employee to retain one copy