
CODE OF CONDUCT

1. PURPOSE

The Town of Caledon maintains this Code of Conduct to promote appropriate standards of behavior, enforcement actions, honesty, and integrity among building officials. It is meant to provide guidelines which prevent practices that may constitute an abuse of power including unethical or illegal practices by building officials in the exercise of their power or performance of their duties under the *Building Code Act, 1992* and regulations (the “Act”).

2. SCOPE

In addition to other relevant Town policies and procedures this code of conduct applies to all Building Services staff while carrying out their duties and includes interactions with each other, all town employees and the public.

3. STANDARDS OF CONDUCT AND PROFESSIONALISM

The Chief Building Official and Building Services Staff shall:

- a. Act in the public interest with regards to the health and safety of buildings;
- b. Act with responsibility, impartiality, due diligence, courtesy, integrity, and without influence in applying the Act;
- c. Not act beyond their recognized areas of competence or outside their area of expertise in their capacity of performing their duties in accordance with the provisions of the Act; and
- d. Manage confidential and sensitive information according to the Town's policies, *Municipal Freedom of Information and Protection of Privacy Act* and other relevant privacy legislation.

4. GUIDELINES FOR REVIEW OF CONCERNS

The Chief Building Official will review any allegations of contravention of this code of conduct made against a building services staff member. Where the allegations are against the Chief Building Official, the Commissioner of Planning and Development shall review the allegation.

Disciplinary action arising out of such allegations shall be the responsibility of the Town in accordance with relevant corporate policies and employment standards.