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| Corporate Human Resources Policy |  Hamilton | Code of Conduct for Employees |
| Work Environment | | Content Updated: 2020-01-15 |
| Policy No: HR-01-09 | | |
| Page 1 of 1 | | Approval: YEAR-MM-DD |

| <i>Schedule G: Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety</i> | |
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| PURPOSE STATEMENT | <p>The City of Hamilton hires consultants to provide expert, objective advice and to identify opportunities and challenges for the City to pursue. Through their work, consultants may identify risks of various types and severity and include recommendations for action.</p> <p>Where City staff receive a report from a consultant that identifies an imminent danger to human health or safety, the City Manager will ensure that information is promptly and appropriately shared with Council.</p> |
| SCOPE | <p>This policy applies to all City of Hamilton employees and consultants contracted by the City of Hamilton.</p> <p>This policy does not include consultants retained in the course of a litigation matter.</p> |
| PRINCIPLES | <p>Consultants must communicate any imminent risks to human health or safety that they become aware of as a part of the work they are conducting for the City with City staff immediately.</p> <p>City staff in receipt of a report from a consultant that has identified an imminent risk to human health or safety must disclose this information to leadership.</p> <p>The City Manager shall ensure that immediate risks to human health or safety are communicated to Council promptly.</p> <p>The City Manager will ensure that procedures are developed to outline the process of communication and responsibilities for City leadership and staff.</p> |
| HISTORY | <p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <ul style="list-style-type: none"> • Senior Leadership Team • Legal Services • Risk Management • Human Resources |