

## **Staff Code of Conduct**

### **Introduction**

Every employee of the Beautiful Plains School Division is responsible at all times for their professional and ethical conduct. Employees must conduct themselves with the highest degree of respect, empathy, honesty, integrity, responsibility, and accountability.

The Beautiful Plains School Division (BPSD) Staff Code of Conduct is a requirement under The Public Service Act. It outlines the values and expected behaviours of Manitoba's broader public service employees.

### **Application**

For the purpose of this policy, employees shall mean BPSD Trustees and all BPSD employees.

The policy is not intended to replace, but rather complement, existing policies and procedures that guide the professional and ethical conduct of BPSD employees. Employees are expected to follow all other policies, procedures, or mandates that affect the unique responsibilities of their position and duties.

### **Values for an Ethical and Effective Public Service**

The Code is founded on the values for an ethical public service, as described in The Public Service Act. These values provide a common framework to guide the public service in serving the public in an ethical manner. The following are the values for an ethical public service, that are expected of all BPSD employees and Trustees through their actions and behaviours.

#### **Respect for Others**

Employees must treat others with respect, courtesy and dignity, and value the diversity of their fellow employees and the public we serve by being open to the exchange of different perspectives and ideas. Employees should treat others equitably, with fairness and honesty, and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

#### **Integrity**

Employees must exhibit honesty, integrity, consistency, and impartiality while maintaining the highest standards of personal and professional conduct. Employees must not conduct themselves in a manner that would reflect adversely on the BPSD. To ensure employees are acting in the public interest, they must resolve conflicts of interest in favour of the public interest; maintain confidentiality of information; handle sensitive information appropriately and discreetly; and conduct themselves in a non-partisan manner.

#### **Accountability**

Employees serve the needs, interests, and expectations of the Beautiful Plains School Division. Further to this, employees should demonstrate leadership and take responsibility for decisions and actions. It is imperative that employees are fiscally responsible and are careful stewards of public resources.

**Skill and Dedication**

To provide high quality and prompt service, employees must give their best to meet performance standards and organizational requirements. Employees must be open to continual learning and innovation and must promote excellence through reflection and by maintaining and improving their knowledge, skills, abilities and competencies, as well as assist in enhancing those of their colleagues.

**Service**

To provide high quality service, employees must provide services fairly, reliably, and competently. Employees should focus on quality and outcomes to achieve performance standards and be transparent to enable public awareness.

**Collaboration**

Employees should invite teamwork and collaboration to maximize strategic investment in delivering services. Employees must engage and collaborate with the public to provide the opportunity to inform, develop and implement services, and advance reconciliation through concrete and constructive partnerships with Indigenous peoples.

**Innovation**

Employees need to be flexible and creative in the delivery of public services to adapt quickly and effectively to changes in priorities and needs of the public. Employees must engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.

**Sustainability**

Employees must exercise skill and judgement in the use of public resources in delivering services, and continually evaluate services to determine if those services are meeting the needs of the public in an efficient and responsive manner.

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