

DEMONSTRATING INTEGRITY AND RESPECT

TBS Behavioural Indicators

Exhibit personal and professional behaviours that reflect the values of respect for democracy, respect for people, integrity, stewardship and excellence, as defined in the *Values and Ethics Code for the Public Sector* .

Discuss ethical concerns with their supervisor or colleagues and, when necessary, seek out and use appropriate disclosure procedures.

Conduct their work activities in a manner that reflects a commitment to client service excellence.

Actively contribute to workplace well-being and a safe, healthy and respectful workplace.

Support and value diversity and bilingualism.

Act with transparency and fairness.

Demonstrate respect for government assets and resources, using them responsibly, including by understanding and applying relevant government policies.

Job Role(s)	Administrative Support	Executive, Program and Project Support (Assistant, Coordinator, Officer)	Advisory Services	Center of expertise	Supervisory/Management
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<p>Some Examples of Behavioural Indicators reflected at ESDC (including ESDC, Service Canada and Labour Program) by job roles. (Cumulative)</p>	<p>Adheres to high ethical standards (i.e distinguishes right from wrong, takes action that reflects what one says, is accountable for own actions, delivers on promises and honours commitments).</p> <p>Reinforces professional conduct by intervening or reporting inappropriate behaviour.</p> <p>Identifies and seeks to balance competing values when selecting approaches or recommendations to deal with a situation.</p> <p>Etc.</p>	<p>Works with others, and encourages them, to develop goals and objectives that advance <i>Values and Ethics Code for the Public Sector</i> .</p> <p>Etc.</p>	<p>Actively supports and promotes the <i>Values and Ethics Code for the Public Sector</i> to a wide range of audiences, even under the most adverse conditions.</p> <p>Provide advice and acts with the courage of one's convictions.</p> <p>Etc.</p>	<p>Ensures that policies and programs are aligned with organizational values.</p> <p>Assists clients and stakeholders to link <i>Values and Ethics Code for the Public Sector</i> to their activities.</p> <p>Etc.</p>	<p>Sets broad strategic goals and clear accountabilities for behaviour that is aligned with organizational values and professional standards.</p> <p>Acts as a role model and coaches ethical judgment in others; gives regular feedback to others on ethical conduct and seeks regular feedback on own conduct.</p> <p>Implements processes and structures to deal with difficulties in confidentiality and/or security.</p> <p>Acts in support of an open and safe workplace atmosphere in which individuals feel encouraged to safely raise, discuss and address ethical issues.</p> <p>Ensures that standards and safeguards are in place to protect the organization's integrity.</p> <p>Identifies underlying issues that negatively affect team and takes appropriate action to rectify the issues (e.g., systemic discrimination).</p> <p>Maintains standards of professional conduct by acting in a timely fashion to resolve all reports of inappropriate behaviour.</p> <p>Takes all possible steps to prevent and resolve any real, apparent or potential conflicts of interest.</p> <p>Incorporates equitable practices into HR Planning.</p> <p>Etc.</p>
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