

## ASSESSMENT OF VALUES AND ETHICS-RELATED COMPETENCIES FOR STAFF RENEWAL AND RECRUITMENT ACTIVITIES

### Competency assessment grid

Use the following five point rating scale to evaluate competency-related behaviours.

|     |                        |  |
|-----|------------------------|--|
| N/A |                        | Not applicable to my functions.  |
| 1   | <b>Introductory</b>    | Little or no knowledge and proficiency. Often needs assistance, training and/or development. |
| 2   | <b>Basic</b>           | Basic knowledge and proficiency. Usually needs assistance, training and/or development.      |
| 3   | <b>Proficient</b>      | Good knowledge and proficiency. Sometimes needs assistance, training and/or development.     |
| 4   | <b>Very Proficient</b> | Very good knowledge and proficiency. Rarely needs assistance, training and/or development.   |
| 5   | <b>Mastery</b>         | Expert knowledge and proficiency. Can assist and/or develop others.                          |

**ESDC Code of Conduct - Values and Ethics**

**Competency 1: Values and Ethics**

*Modeling core values and demonstrating commitment to the organization, its mission and its people (Leadership Competency).*

| Observable behaviour  | Workplace transfer objective   | Evaluation |   |   |   |   | Comments |   |
|---|--|------------|---|---|---|---|----------|---|
|   |  | N/A        | 1 | 2 | 3 | 4 |          | 5 |
| I respect the rule of law and carrying out my duties in accordance with legislation, policies and directives in a non-partisan and impartial manner.                      | Demonstrate the behaviour that best reflects the core values of the Public Sector.         |            |   |   |   |   |          |   |
|   | Disclose a wrongdoing as defined by the <i>Public Servants Disclosure Protection Act</i> . |            |   |   |   |   |          |   |
| I loyally carry out the lawful decisions of my leaders and supporting ministers in their accountability to Parliament and Canadians.                                      | Demonstrate the behaviour that best reflects the core values of the Public Sector.         |            |   |   |   |   |          |   |
|   | Promote an organizational culture based on values and ethics.                              |            |   |   |   |   |          |   |
| I act at all times with integrity, and in a manner that will bear the closest public scrutiny, an obligation that is not fully satisfied by simply acting within the law. | Promote an organizational culture based on values and ethics.                              |            |   |   |   |   |          |   |
|   | Demonstrate the behaviour that best reflects the core values of the Public Sector.         |            |   |   |   |   |          |   |

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| Observable behaviour   | Workplace transfer objective   | Evaluation |   |   |   |   | Comments |   |
|--|--|------------|---|---|---|---|----------|---|
|  |  | N/A        | 1 | 2 | 3 | 4 |          | 5 |
| I never use my official role to inappropriately obtain an advantage for myself or to advantage or disadvantage others.   | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
|  | Comply with conflict of interest measures.   |            |   |   |   |   |          |   |
| I act in such a way as to maintain my employer's trust.  | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
| I effectively and efficiently use the public money, property and resources I manage.   | Comply with conflict of interest measures.   |            |   |   |   |   |          |   |
| I consider the present and long-term effects that my actions have on people and the environment.   | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
| I take all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between my official responsibilities and my private affairs in favour of the public interest. | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
|  | Comply with conflict of interest measures.   |            |   |   |   |   |          |   |

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*Modeling core values and demonstrating commitment to the organization, its mission and its people (Leadership Competency).*

| Observable behaviour   | Workplace transfer objective   | Evaluation |   |   |   |   | Comments |   |
|--|--|------------|---|---|---|---|----------|---|
|  |  | N/A        | 1 | 2 | 3 | 4 |          | 5 |
| I foster a work environment that promotes teamwork, learning and innovation. | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
|  | Promote an organizational culture based on values and ethics.                      |            |   |   |   |   |          |   |

| <b>Competency 2 : Client Service Excellence</b>  |  |            |   |   |   |   |   |          |
|--|--|------------|---|---|---|---|---|----------|
| <i>Serves clients through excellence in program and service delivery (Leadership Competency)</i>   |  |            |   |   |   |   |   |          |
| Observable behaviour   | Workplace transfer objective   | Evaluation |   |   |   |   |   | Comments |
|  |  | N/A        | 1 | 2 | 3 | 4 | 5 |          |
| I provide fair, timely, efficient and effective services that respect Canada's official languages. | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |   |          |
| I continually improve the quality of policies, programs and services I provide.                    | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |   |          |

| <b>ESDC Code of Conduct - Values and Ethics</b>   |  |            |   |   |   |   |   |          |
|---|--|------------|---|---|---|---|---|----------|
| <b>Competency 3 : Thinking Skills</b>   |  |            |   |   |   |   |   |          |
| <i>The ability to actively and skilfully analyze problems and issues, organize information, identify key factors, identify underlying causes and generate practical solutions</i> |  |            |   |   |   |   |   |          |
| Observable behaviour  | Workplace transfer objective   | Evaluation |   |   |   |   |   | Comments |
|   |  | N/A        | 1 | 2 | 3 | 4 | 5 |          |
| I provide decision-makers with all the information, analysis and advice they need, always striving to be open, candid and impartial.  | Demonstrate the behaviour that best reflects the core values of the Public Sector.         |            |   |   |   |   |   |          |
|   | Disclose a wrongdoing as defined by the <i>Public Servants Disclosure Protection Act</i> . |            |   |   |   |   |   |          |

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**Competency 3 : Thinking Skills**

*The ability to actively and skilfully analyze problems and issues, organize information, identify key factors, identify underlying causes and generate practical solutions*

| Observable behaviour  | Workplace transfer objective   | Evaluation |   |   |   |   | Comments |   |
|---|--|------------|---|---|---|---|----------|---|
|   |  | N/A        | 1 | 2 | 3 | 4 |          | 5 |
| I acquire, preserve and share knowledge and information as appropriate. | Demonstrate the behaviour that best reflects the core values of the Public Sector.         |            |   |   |   |   |          |   |
|   | Disclose a wrongdoing as defined by the <i>Public Servants Disclosure Protection Act</i> . |            |   |   |   |   |          |   |

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**Competency 4 : Working with Others**

*Openness to others from diverse backgrounds (i.e. cultural, educational, ethnic, professional etc.) and a concern for relating to others in a cooperative and ethical manner.*

| Observable behaviour  | Workplace transfer objective   | Evaluation |   |   |   |   | Comments |   |
|---|--|------------|---|---|---|---|----------|---|
|   |  | N/A        | 1 | 2 | 3 | 4 |          | 5 |
| I treat every person with respect and fairness.   | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |
| I help to create and maintain a safe and healthy workplace that is free from harassment and | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |          |   |

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*Openness to others from diverse backgrounds (i.e. cultural, educational, ethnic, professional etc.) and a concern for relating to others in a cooperative and ethical manner.*

| Observable behaviour   | Workplace transfer objective   | Evaluation |   |   |   |   |   | Comments |
|--|--|------------|---|---|---|---|---|----------|
|  |  | N/A        | 1 | 2 | 3 | 4 | 5 |          |
| discrimination.  | Promote an organizational culture based on values and ethics.                      |            |   |   |   |   |   |          |
| I work with others in a spirit of openness, honesty and transparency that encourages engagement, collaboration and respectful communication. | Demonstrate the behaviour that best reflects the core values of the Public Sector. |            |   |   |   |   |   |          |
| I value diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce.                           | Promote an organizational culture based on values and ethics.                      |            |   |   |   |   |   |          |