

ESDC CODE OF CONDUCT

SUMMARY SHEET

OBJECTIVE	VALUES AND EXPECTED BEHAVIOURS					
<p>The ESDC Code of Conduct is a tool for employees to guide their ethical decision-making, as well as their conduct in the workplace. The Code is meant to help employees understand public sector values and what is expected of them in their daily work, including their interactions with clients and colleagues.</p>	<p>The values are a compass to guide public servants in everything they do. Values cannot be considered in isolation from each other as they will often overlap.</p>					
<h3>SCOPE</h3>	<h4>RESPECT FOR DEMOCRACY</h4> <p>Public servants shall uphold the Canadian parliamentary democracy and its institutions by:</p> <ol style="list-style-type: none"> 1 respecting the rule of law and carrying out their duties in accordance with legislation, policies and directives in a non-partisan and impartial manner; 2 loyally carrying out the lawful decisions of their leaders and supporting ministers in their accountability to Parliament and Canadians; 3 providing decision makers with all the information, analysis and advice they need, always striving to be open, candid and impartial. 	<h4>RESPECT FOR PEOPLE</h4> <p>Public servants shall respect human dignity and the value of every person by:</p> <ol style="list-style-type: none"> 1 treating every person with respect and fairness; 2 valuing diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce; 3 helping to create and maintain safe and healthy workplaces that are free from harassment and discrimination; 4 working together in a spirit of openness, honesty and transparency that encourages engagement, collaboration and respectful communication. 	<h4>INTEGRITY</h4> <p>Public servants shall serve the public interest by:</p> <ol style="list-style-type: none"> 1 acting at all times with integrity and in a manner that will bear the closest public scrutiny, an obligation that may not be fully satisfied by simply acting within the law; 2 never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others; 3 taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their official responsibilities and their private affairs in favour of the public interest; 4 acting in such a way as to maintain their employer's trust. 	<h4>STEWARDSHIP</h4> <p>Public servants shall use resources responsibly by:</p> <ol style="list-style-type: none"> 1 effectively and efficiently using the public money, property and resources managed by them; 2 considering the present and long-term effects that their actions have on people and the environment; 3 acquiring, preserving and sharing knowledge and information as appropriate. 	<h4>EXCELLENCE</h4> <p>Public servants shall demonstrate professional excellence by:</p> <ol style="list-style-type: none"> 1 providing fair, timely, efficient and effective services that respect Canada's official languages; 2 continually improving the quality of policies, programs and services they provide; 3 fostering a work environment that promotes teamwork, learning and innovation. 	
<p>The Code incorporates the Treasury Board's <i>Values and Ethics Code for the Public Sector</i> and the Policy on Conflict of Interest and Post-Employment. In addition, it provides department-specific information on certain areas, such as handling personal information and using social media. It also provides examples as illustrations.</p>						
<h3>CONDITION OF EMPLOYMENT</h3>						
<p>The Code is a condition of employment. As such, a breach of the Code can lead to administrative or disciplinary measures, including termination of employment.</p>						
<h3>DISCLOSURE OF WRONGDOING</h3>						
<p>Employees can make a disclosure of wrongdoing via their supervisor, ESDC's Senior Disclosure Officer or the Office of the Public Sector Integrity Commissioner.</p>						

Our team of professionals will treat your inquiry confidentially, visit us at <http://iservice.prv/eng/is/ve/index.shtml> or e-mail the Office of Values and Ethics at NC-OVE-AC-BVE@hrsdcc-rhdcc.gc.ca