

5

THINGS YOU SHOULD KNOW ABOUT BREACHING THE CODE OF CONDUCT

1

Breaches do occur:

2013 – 2014 – 2015 – 2016 – 2017 – 2018 – 2019

120 71 69 69 97 120

2

The most common breaches are:

- Inappropriate and disrespectful behaviour; causing unsafe/unhealthy workplace (24 in 2018-2019);
- Unauthorized/inappropriate access to personal information of friends/family (23 in 2018-2019);
- Harassment (18 in 2018-2019).

3

Breaches resulting in suspension without pay, demotion or termination:

- Harassment: inappropriate messages (sexual or disrespectful) sent to employees;
- Repeated absences without reason;
- Repeated rudeness, hostility, and disrespectful conduct towards citizens;
- Derogatory acts towards other employees;
- Hiding family relationship with candidates while conducting a staffing process;
- Falsifying/fabricating medical notes to justify sick leave; and
- Fraud against a program administered by ESDC.

4

The **consequences** are serious and vary from:

- Letter of reprimand (26 in 2018-2019)
- Suspension without pay (51 in 2018-2019)
- Termination (18 in 2018-2019)

5

Breaches can be avoided by:

- Reading and applying the Code of Conduct;
- Learning from the experiences of others (Read the real breaches of the Code on iService);
- Contacting the Office of Values and Ethics for advice and guidance on the Code.

The OVE is always available to support employees who have questions about the Code. Your inquiries and information session requests will be responded to within 48 hours.