

#108133

CODE OF CONDUCT

Introduction

Every school board trustee and employee of St. James-Assiniboia School Division (SJASD) is responsible at all times for their professional and ethical conduct. They must conduct themselves with the highest degree of integrity, responsibility and accountability.

The St. James-Assiniboia School Division is one of the cornerstones of a proudly diverse community. School climate, fiscal stewardship and success beyond graduation are also paramount. Every child, no matter income, race, ethnicity, ability, sexual orientation or identity, is deserving of a quality public education.

The St. James-Assiniboia School Division Values and Ethical Practices Code (Code) is a requirement under The Public Service Act. It outlines the values and expected behaviours of Manitoba's broader public service as stated in Part 2, Sections 4 and 5 of the Act. The Code promotes respect, civility, and responsibility and sets clear standards of behaviour for members of the school community who provide services to the public.

Application

Adherence to the Code is a requirement for all SJASD school board trustees and employees.

The Code is not intended to replace, but rather complement, existing policies and administrative procedures. Trustees and employees are expected to follow all other policies, administrative procedures, or mandates that affect the unique responsibilities of their position.

Values for an Ethical and Effective Public Service

The Code is founded on the values for an ethical public service, as described in Part 2, Sections 4 and 5 of [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, including some

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examples of how these values are demonstrated through the actions and behaviours of employees.

Respect for Others

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. Treat others equitably, with fairness and honesty, and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

Integrity

Exhibit honesty, integrity, consistency and impartiality while maintaining the highest standards of personal and professional conduct. Do not conduct yourself in a manner that would reflect adversely on the SJASD. To ensure behaviour that is within the public interest, conflicts must be resolved in the public interest; confidentiality of information will be maintained; sensitive information handled appropriately and discreetly; and conduct is done in a non-partisan manner.

Accountability

Serve the needs, interests, and expectations of the people of SJASD. Further to this, those it applies to should demonstrate leadership and take responsibility for decisions and actions. It is imperative they are fiscally responsible and are careful stewards of public resources.

Skill and Dedication

To provide high quality and prompt service, those it applies to must give their best to meet performance standards and organizational requirements. They 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, those it applies to must provide services fairly, reliably and competently. They should focus on quality and outcomes to achieve performance standards, and be transparent to enable public scrutiny.

Collaboration

Invite teamwork and collaboration to maximize strategic investment in delivering services. Engage and collaborate with the public to provide the opportunity to

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inform, develop and implement services; and advance reconciliation through concrete and constructive partnerships with Indigenous peoples.

Innovation

Be flexible and creative in the delivery of public services so as to adapt quickly and effectively to changes in priorities and needs of the public. Engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.

Sustainability

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.

Action Plan and Expected Behaviours

St. James-Assiniboia School Division board of trustees and employees demonstrate the values for an ethical public service through their actions and behaviours. The expected behaviours, actions, and procedures are detailed in the Policies and Administrative Procedures of the Division. Professional development on all levels is provided to contribute and enhance the development of the necessary judgement and skills enabling school board trustees and employees in the Division to apply ethical principles in concrete circumstances.

Policies and administrative procedures are available on the St. James-Assiniboia School Division website sjasd.ca. Applicable policies and administrative procedures are listed below.

Foundation and Basic Commitment Policies

[AC Respect for Human Diversity](#)

[ACE Accessibility](#)

[AD Educational Philosophy Mission](#)

[ADF Sustainable Development Practices](#)

[AG Board Governance Framework](#)

[BBBA Duties of the Board](#)

[BC Trustee Code of Conduct](#)

[DA Fiscal Management Goals](#)

[DBC Division Budget Process](#)

[DD Fundraising](#)

[DIA School Funds](#)

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- [DIE Audit](#)
- [DJA Purchasing Authority](#)
- [DK Payment Procedures](#)
- [DNB Sale or Disposal of Fixed Assets](#)
- [GBAA Respectful Workplace](#)
- [GBAC Staff Discipline](#)
- [GBEB Code of Conduct for Child Protection](#)
- [GBEF Employee Use of Technology and Electronic Communication](#)
- [GBJA Access and Privacy in St. James-Assiniboia School Division](#)
- [GCN Evaluation of Professional Staff](#)
- [GCNB Administrator Evaluation](#)
- [GDI Support Staff Probation and Evaluation](#)
- [IHBA Appropriate Educational Programming](#)
- [KA School Community Relations](#)

Supporting Regulations

- [AC-R Respect for Human Diversity](#)
- [ACE-E-1 Employee Safety During Emergencies](#)
- [ACE-E-2 Individualized Employee Response Plan](#)
- [ACE-R Customer Service Standard Regulation](#)
- [ACE-R-2 Accessible Employment Standard Regulation](#)
- [ADF-R Sustainable Development Practices](#)
- [AG-A Board Governance Framework Appendix Board Self Evaluation](#)
- [BC-A Trustee Code of Conduct Appendix Board Confidentiality/Request for Employee Personal Information](#)
- [BC-E-1 Board Member Statement of Integrity Agreement](#)
- [BC-E-2 Board Member Pledge of Confidentiality](#)
- [BDD-A Board Superintendent Secretary-Treasurer CFO Relationship Appendix](#)
- [General Board and Administration Constraints](#)
- [DJB-R-2 Purchasing Procedures](#)
- [GBAA-R Respectful Workplace](#)
- [GBEF-R Employee Use of Technology and Electronic Communication](#)
- [GBJA-E-1 Access and Privacy, Pledge of Confidentiality](#)

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