



Administrative Procedures

AP-501.2	Date of implementation: June 2019
	Date of review: May 22, 2024
CODE OF CONDUCT	Related Administrative Procedures:

The Role of Prairie Spirit School Division Staff

Staff play a fundamental role in serving the community, schools and the public interest under the direction of the elected Board and in accordance with legislation. As professionals whose work is essential to the Division’s well-being, employees uphold the public trust.

Objectives

This Code outlines the expected behaviours that should guide staff in all activities related to their professional duties. By adhering to the expected behaviours, employees strengthen the ethical culture of the Division and contribute to public confidence in the integrity of the public institutions.

Statement of Expectations

These expectations are a compass to guide staff in everything they do. They cannot be considered in isolation from each other as they will often overlap. This Code is an important source of guidance for employees. Employees are expected to take steps to integrate these expectations into their decisions, actions, policies, processes and systems. Similarly, employees can expect to be treated in accordance with these expectations by the division.

Respect for People

Treating all people with respect, dignity and fairness is fundamental to our relationship with the public and schools and contributes to a safe and healthy work environment that promotes engagement, openness and transparency. The diversity of our people and the ideas they generate are the source of our innovation.

Integrity

Integrity is the cornerstone of good governance and democracy. By upholding the highest ethical standards, staff conserve and enhance public confidence in the honesty, fairness and impartiality of Division staff.

Stewardship

Staff are entrusted to use and care for public resources responsibly, for both the short term and long term.

Excellence

Excellence in the design and delivery of Division policy, programs and services is beneficial to every aspect of the work environment. Engagement, collaboration, effective teamwork and professional development are all essential to a high-performing organization

Expected Behaviours

Staff are expected to conduct themselves in accordance with the values of the school division and these expected behaviours.

1) Respect for Governance

Employees shall uphold Division governance by:

- a) Respecting the rule of law and carrying out their duties in accordance with legislation, policies and directives in a non-partisan and impartial manner.
- b) Providing decision makers with all the information, analysis and advice they need, always striving to be open, candid and impartial.

2) Respect for People

Employees shall respect human dignity and the value of every person by:

- a) Treating every person with respect and fairness.
- b) Valuing diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce.
- c) Helping to create and maintain safe and healthy workplaces that are free from harassment and discrimination.
- d) Working together in a spirit of openness, honesty and transparency that encourages engagement, collaboration and respectful communication.

3) Integrity

Employees shall serve the public interest by:

- a) 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.
- b) Never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.
- c) 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.

d) Acting in such a way as to maintain their employer's trust.

4) Stewardship

Employees shall use resources responsibly by:

a) Effectively and efficiently using the public money, property and resources managed by or available to them.

b) Considering the present and long-term effects that their actions have on people and the environment.

5) Excellence

Employees shall demonstrate professional excellence by:

a) Providing fair, timely, efficient and effective services.

b) Continually improving the quality of policies, programs and services provided.

c) Fostering a work environment that promotes teamwork, learning and innovation.