



## Code of Conduct

### **The Role of Prairie Spirit School Division Finance Staff**

Finance 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 values and expected behaviours that should guide Finance staff in all activities related to their professional duties. By committing to these values and 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 Values**

These values are a compass to guide Finance staff in everything they do. They cannot be considered in isolation from each other as they will often overlap. This Code and the [Gifts and Gratuity policy](#) are important sources of guidance for employees. Departments are expected to take steps to integrate these values into their decisions, actions, policies, processes and systems. Similarly, employees can expect to be treated in accordance with these values by their organization.

### **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, Finance staff conserve and enhance public confidence in the honesty, fairness and impartiality of the public sector.

### **Stewardship**

Finance 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**

Finance staff are expected to conduct themselves in accordance with the values of the public sector and these expected behaviours.

### **1. Respect For Governance**

Employees shall uphold Division governance by:

- 1.1. Respecting the rule of law and carrying out their duties in accordance with legislation, policies and directives in a non-partisan and impartial manner.
- 1.2. 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:

- 2.1. Treating every person with respect and fairness.
- 2.2. Valuing diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce.
- 2.3. Helping to create and maintain safe and healthy workplaces that are free from harassment and discrimination.
- 2.4. 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:

- 3.1. 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.
- 3.2. Never using their official roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.
- 3.3. 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.
- 3.4. Acting in such a way as to maintain their employer's trust.

### **4. Stewardship**

Employees shall use resources responsibly by:

- 4.1. Effectively and efficiently using the public money, property and resources managed by them.
- 4.2. Considering the present and long-term effects that their actions have on people and the environment.



**5. Excellence**

Employees shall demonstrate professional excellence by:

- 5.1. Providing fair, timely, efficient and effective services.
- 5.2. Continually improving the quality of policies, programs and services provided.
- 5.3. Fostering a work environment that promotes teamwork, learning and innovation.