



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GB – ROLLING RIVER SCHOOL DIVISION PUBLIC SERVICE CODE OF CONDUCT

Introduction

The Rolling River School Division (RRSD) Public Service Code of Conduct (Code) is a requirement under The Public Service Act, Province of Manitoba. [The Public Service Act \(gov.mb.ca\)](http://www.gov.mb.ca) The Act outlines the values and expected behaviours of Manitoba's broader public service as stated in Part 2, Sections 4 and 5 of the Act.

Rolling River School Division employees provide public service and are responsible at all times for their professional and ethical conduct. Employees must conduct themselves with the highest degree of integrity, responsibility and accountability.

Application

Rolling River 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 Regulations of the Division. The Policies and Regulations are available on the Rolling River School Division website. <https://rrsd.mb.ca>

Adherence to the Code is a requirement for all RRSD employees.

The Code is not intended to replace, but rather complement, existing policies and regulations. Employees are expected to follow all other policies, regulations, administrative procedures, and directives 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 cross referenced to other Rolling River School Division policies and regulations that corroborate these values are demonstrated through the actions and behaviours of employees.

Respect for Others

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

AC - Respect for Human Diversity
AD - Vision / Mission / Belief Statements
BBF - Trustee Code of Ethical Conduct
GBCB - Harassment Prevention
GBCC - Violence Prevention
GBCD - Code of Conduct
KLD - Resolving Complaints

Integrity

Employees must exhibit honesty, integrity, consistency and impartiality while maintaining the highest standards of personal and professional conduct. Employees must conduct themselves in a manner that would reflect positively on the RRSD. To ensure employees are acting in the public interest, they must resolve conflicts of interest in favour of the public interest; maintain confidentiality of information; handle sensitive information appropriately and discreetly; and conduct themselves in a non-partisan manner.

BBF - Trustee Code of Ethical Conduct
EHA - Records Retention and Destruction
EHB - Information Access and Privacy
GBCA - Employee Conflict of Interest
GBCB - Harassment Prevention
GBCC - Violence Prevention
GBCD - Code of Conduct
GBCE - Whistleblower
GBCF - Acceptable Employee Use of Technology and Electronic Communication
GBCG - Employee Use of Social Media
GCDA - Personnel Records Checks

Accountability

Employees serve the needs, interests, and expectations of the people of RRSD. Further to this, employees should demonstrate leadership and take responsibility for decisions and actions. It is imperative that employees are fiscally responsible and are careful stewards of public resources.

BBF - Trustee Code of Ethical Conduct
BBFA - Trustee Conflict of Interest
BCD - Superintendent / Board Annual Evaluation
BCF - School Review
BDDE - Board of Trustee Meeting - Participation by Electronic Means
BDDG - Distribution of Board Meeting Minutes
BDDH - Public Participation at Board Meetings
BDDK - Minutes of the Meeting of the Board of Trustees
BGB - Communication Protocol for Trustees
BHDB - Trustee Travel / Expense Reimbursement
CM - School Division Planning
DBJA - School Budgets
DIC – Schools Funds, Fundraising, and Fees
DID – Foxed Asset Inventory

DJA - Purchasing Authority
DLC - Employee Travel / Expense Reimbursement
GDN - Evaluation Guidelines - Support Staff
GDNA - Teacher Supervision and Evaluation
GDNB - School Administrator Supervision and Evaluation

Skill and Dedication

To provide high quality and prompt service, employees must give their best to meet performance standards and organizational requirements. Employees 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.

BHA - New Board Member Orientation
GCD - Recruitment and Selection
GDN - Evaluation Guidelines - Support Staff
GDNA - Teacher Supervision and Evaluation
GDNB - School Administrator Supervision and Evaluation

Service

To provide high quality service, employees must provide services fairly, reliably and competently. Employees should focus on quality and outcomes to achieve performance standards and be transparent to enable public scrutiny.

BAA - Guiding Principles for Board Governance
BCB - Role of the Board Chair and Vice-Chair
BGB - Communication Protocol for Trustees
CM - School Division Planning
GCD - Recruitment and Selection
GCDA - Personnel Records Checks

Collaboration

Employees should invite teamwork and collaboration to maximize strategic investment in delivering services. Employees must engage and collaborate with the public to provide the opportunity to inform, develop and implement services, and advance reconciliation through concrete and constructive partnerships with Indigenous peoples.

ABA - Community Engagement in Education Decision Making
BCE - Board Committees - Committee of the Whole - Board Representation
BCF - School Review
BDDH - Public Participation at Board Meetings
CM - School Division Planning

Sustainability

Employees must 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.

BCF - School Review
DBD - School Division Budget Preparation
DBJA - School Budgets

Legal Reference: Bill 30 – The Safe Schools Charter Amendment to 41 (1) (b.1) (b.2)

Date Adopted: October 5, 2022