



Office of the
Conflict of Interest and
Ethics Commissioner

Commissariat aux
conflits d'intérêts et
à l'éthique

Code of Values for Employees of the Conflict of Interest and Ethics Commissioner

October 1, 2019



Message from the Commissioner

We at the Office of the Conflict of Interest and Ethics Commissioner (Office) have the unique and important mandate of administering regimes aimed at maintaining and enhancing the trust and confidence of the Canadian public in the conduct of elected and appointed officials. Ethical behaviour is at the core of this mandate.

Although our Office is an independent and non-partisan organization that is part of Parliament, we have a solid internal management framework and our own workplace culture. We share values with our colleagues in the core public service and in Parliament, but we have a distinct work culture.

We apply these values in everything we do, whether it be the delivery of our services, our use of public funds or our interactions with our colleagues and stakeholders.

The *Code of Values for Employees of the Office of the Conflict of Interest and Ethics Commissioner* (Code of Values) and the *Standards of Conduct* underscore our values. They set out the expectations for behaviour governing all activities we perform to fulfill our mandate. All employees, no matter what their level, are expected to uphold the values set out in these documents, to translate values into actions and to accept responsibility for their actions.

By itself, the Code of Values cannot address all ethical dilemmas that may arise in the course of conducting our business. Collaboration and dialogue are a critical part of the process for making sound decisions. I therefore encourage you to maintain an open dialogue on issues related to values and ethics with your director or manager, your colleagues or a human resources advisor.

Together we can foster the climate of respect and ethical conduct that we expect of ourselves and that Canadians expect of us.



Mario Dion
Conflict of Interest and Ethics Commissioner

OUR VISION

Offer exemplary services in support of a culture of integrity in order to achieve a high degree of public confidence in the integrity of federal institutions and Parliament.

OUR MISSION

The Office provides independent, rigorous and consistent direction and advice to Members of Parliament and federal public office holders, conducts investigations and, where necessary, makes use of appropriate sanctions in order to ensure full compliance with the *Conflict of Interest Code for Members of the House of Commons* and the *Conflict of Interest Act*.

OUR VALUES

Respect for People

We foster inclusion, civility and dignity in our interactions with colleagues and stakeholders.

Professionalism

We are diligent and consistent, while maintaining a spirit of collaboration that is strengthened by the diversity of people and ideas.

Integrity

We build and maintain trust by upholding the highest ethical standards and demonstrating responsible stewardship.

Impartiality

We provide independent, objective and non-partisan direction and advice, while remaining open to a diversity of views.

APPLICATION

This Code of Values replaces the former *Code of Values and Standards of Conduct for Employees of the Office of the Conflict of Interest and Ethics Commissioner* and becomes effective on October 1, 2019.

The Code of Values applies to all employees of the Office. The term “employee” includes those who are appointed on an indeterminate, term or casual basis, and students. Contractors and persons on Interchange Canada assignments are expected to respect the intent of the Code of Values.

Employees must ensure that they comply with the Code of Values at all times and that they uphold the Office’s values of respect for people, professionalism, integrity and impartiality.

Adherence to the Code of Values is a condition of employment of all employees of the Office.

Employees who wish to discuss compliance with the Code of Values are encouraged to do so with their director or manager.

Questions of values will be resolved in discussions between employees and directors or managers, through which avenues of resolution will be identified and appropriate action taken.

Employees who do not comply with the Code of Values and who knew or reasonably should have known that they were not in compliance may be subject to appropriate disciplinary measures. These measures may include reprimand, suspension, dismissal, or legal or other proceedings.

Employees who become aware of a breach of the Code of Values are encouraged to report that breach or wrongdoing to a director or manager. Furthermore, persons who in good faith report such breaches or wrongdoings are protected from reprisals for doing so.

To assist employees in putting the Code of Values into practice, the Office has established *Standards of Conduct* respecting its application.