

OPS Guide to Public Service Ethics and Conduct

What is the OPS Guide to Public Service Ethics and Conduct?

A guide to acceptable workplace behavior and business conduct in the OPS. The SLPC adheres to these guidelines as an Agency of the Ontario Government.

What is included in this guide?

The guide provides employees with information in six critical areas:

1. Mission, values and obligations of Public Servants

- Adhering to the values of the OPS: Trust, Fairness, Diversity, Excellence, Creativity, Collaboration, Efficiency and Responsiveness

2. Ethical Conduct (five components):

Ethical Framework elements of the Public Service of Ontario Act (PSOA)

- Conducting yourself in an ethical manner with honesty and integrity, placing public interest above personal interests

Understanding Oaths of Allegiance and Office-pledge of loyalty & confidentiality

Conflict of Interest:

- Disclosing to the ethics executive any situation where your private interests may be in conflict with your public service responsibilities, examples include:
 - Accepting gifts, hospitality, gratuities, discounts and other benefits that could in any way influence official duties
 - Giving preferential treatment in relation to SLPC activities to any person, organization or friend in a work-related situation

Political Activity- outlines restrictions on political activity for public servants

Disclosure of Wrongdoing:

- In situations where you are aware of wrongdoing, we have the right under the PSOA to disclose this information with protection against reprisal. This can include:
 - contravening an act or regulation
 - creating grave danger of life, health, safety or the environment by an action or failure to act that is unreasonable in the circumstances
 - gross mismanagement
 - directing or counseling someone to commit one of the above

3. Workplace Environment:

- Promotion of workplace health and safety, free from discrimination, harassment and violence, learning organization that recognizes and encourages potential of every employee

4. Workplace Assets:

- Employees obligations around securing confidential information and use of public assets; compliance with travel policy

5. Stewardship and transparency of use of public resources:

- Accountability for use of public funds, accurate record keeping

6. Risk Management:

- Making sound decisions aligned with organizational objectives to manage risk