



DOING THE RIGHT THING

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 information does the guide include?

The guide provides employees with information in the following 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):

i. *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

ii. *Understanding Oaths of Allegiance and Office- pledge of loyalty & confidentiality*

iii. *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

i. *Political Activity* - outlines restrictions on political activity for public servants

ii. *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



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3. Workplace Environment:

- Promotion of workplace health and safety, workplace discrimination and harassment prevention, workplace violence prevention, learning environment 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.
- Physical, electronic, data protection, travel, meal and hospitality expenses, fraud

5. Stewardship and transparency of use of public resources:

- Accountability for use of public funds, keeping accurate records.

6. Risk Management:

- Integration of risk management practices into decision-making and priority setting at all organizational levels.

How should employees use this guide?

- Employees should review the guide, as well as its references and links to applicable legislation, directives, and policies.
- Employees should seek the advice of their manager if they are unsure of the appropriate action to take in a given situation.

For more information, please see Guide to Public Service Ethics & Conduct posted in each business unit.