

ROLLING RIVER SCHOOL DIVISION POLICY

Rolling River School Division Public Service Code of Conduct	GB/P
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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://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](#)

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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 - School Funds, Fundraising, and Fees](#)

[DID - Fixed 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](#)

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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](#)

Innovation

Employees need to be flexible and creative in the delivery of public services so as to adapt quickly and effectively to changes in priorities and needs of the public. Employees must engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.

[BDDE - Board of Trustee Meeting - Participation by Electronic Means](#)

[KG - Community Use of School Facilities](#)

[DFA - Rolling River Education Fund](#)

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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](#)

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[Regulation](#)

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

Date Adopted: October 5, 2022