

# Public Service Action Plan

*October 2022*

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This applies to all school board members and employees of River East Transcona School Division.

## **INTRODUCTION**

Every board member and employee of River East Transcona School Division is responsible at all times for their professional and ethical conduct. They must conduct themselves with the highest degree of integrity, responsibility, and accountability.

The River East Transcona School Division (RETSD) Code of Conduct (Code) is a requirement under The Public Service Act. It outlines the values and expected behaviours of Manitoba's broader public service as stated in Part 2, Sections 4 and 5 of The Act.

## **APPLICATION**

Adherence to the Code is a requirement for all RETSD board members and employees.

The Code is not intended to replace, but rather complement, existing policies and administrative procedures. Employees are expected to follow all other policies, administrative procedures, or mandates that affect the unique responsibilities of their position.

## **VALUES FOR AN ETHICAL & 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, including some examples of how these values are demonstrated through the actions and behaviours of school board members and employees.

### **RESPECT FOR OTHERS**

School board members and employees must treat others with respect, courtesy, and dignity, and value the diversity of their fellow employees or school board members and the public we serve by being open to the exchange of different perspectives and ideas. Employees and school board members should treat others equitably, with fairness and honesty, and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

### **INTEGRITY**

School board members and employees must exhibit honesty, integrity, consistency, and impartiality while maintaining the highest standards of personal and professional conduct. School board members and employees must not conduct themselves in a manner that would reflect adversely on RETSD. To ensure school board members and 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.

### **ACCOUNTABILITY**

School board members and employees serve the needs, interests, and expectations of the people of RETSD. Further to this, school board members and employees should demonstrate leadership and take

responsibility for decisions and actions. It is imperative that school board members and employees are fiscally responsible and are careful stewards of public resources.

### **SKILL & DEDICATION**

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

### **SERVICE**

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

### **COLLABORATION**

School board members and employees should invite teamwork and collaboration to maximize strategic investment in delivering services. School board members and 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.

### **INNOVATION**

School board members and 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. School board members and employees must engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.

### **SUSTAINABILITY**

School board members and 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.

## **ACTION PLAN & EXPECTED BEHAVIOURS**

River East Transcona School Division school board members 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 administrative procedures of the division. The division policies and links are available on the [River East Transcona School Division website](#). Applicable policies are listed below.

### **POLICIES**

AD — School Division Philosophy and Goals

BBA — School Board Powers and Duties

BBAA — Board Member Authority

BEDDA — Conduct at Board Meetings

BEDH — Public Participation at Board Meetings

BC — Respectful Schools and Workplaces (School Board Members)

BC-R — Respectful Schools and Workplaces (School Board Members) Regulation

BCA — Board Member Code of Ethics

DA — Fiscal Management Goals and Objectives

ECABB — Accessibility

GBAA — Respectful Schools and Workplace (Employees)

GBAA-R — Respectful Schools and Workplaces (Employees) Regulation

GBJA — Confidentiality

JICDAA — Safe, Caring, and Respectful Schools

JICDAB — Freedom from Bullying

JRA — Student Records Policy

KE — Concern Protocol

[Code of Conduct—Trustees](#)

[Code of Conduct](#)

[Accessibility Plan](#)

[Province of MB Records Recordkeeping Guidance](#)

[Guidelines on the Retention & Disposition of School Division/District Records | Manitoba Education and Early Childhood Learning \(gov.mb.ca\)](#)