

# Code of Professional Conduct

Ministry of Corrections, Policing and Public Safety



# Code of Professional Conduct

## Corrections, Policing and Public Safety

### **We are a provincial organization with shared professional identity:**

A commitment to Corporate values and Commitment to Excellence.  
We promote safe communities through prevention, intervention and suppression of crime,  
And the provision of effective security, supervision and rehabilitation services.  
Working with our community partners, we are focused on outcomes  
Committed to building safer communities to reduce crime in Saskatchewan.

### **Our profession is distinguished by the combination of:**

Legislated authority in combination with knowledge of the law and human behaviour;  
A physically, mentally challenging and dynamic work environment with inherent risk;  
Responsibility to positively impact the community at large;  
A continuous level of public accountability and scrutiny;  
An obligation to be impartial and act fairly at all times; and  
An expectation to create safer communities through the work we do.

### **Our Ministry strives to achieve the organizational goals of:**

Delivering effective, evidence-based services that result in a reduction of crime;  
Fostering relationships based on respect, and integrity, excellence, innovation, and teamwork; and  
Demonstrating commitment to the principles of the Duty to Act Fairly and the Rule of Law.

### **Demonstration of our core values is critical to our success, so I will:**

Commit to Corporate values and Ministry goals;  
Act with honesty and integrity at all times;  
Treat everyone I encounter with dignity and respect;  
Be committed in my pursuit of excellence and service to citizens;  
Embrace diversity and equality; and  
Exhibit leadership, accountability and professionalism in all of my duties.

### **Our Core Values in Action**

#### **To Show Respect and Integrity we:**

- Speak truthfully;
- Communicate clearly and consistently;
- Value all opinions;
- Listen to others; and
- Keep commitments.

#### **To Serve Citizens we:**

- Understand the needs of those we serve;
- Continuously improve;
- Consult and engage;
- Reduce barriers to access; and
- Exceed expectations.

#### **To Practice Excellence and Innovation we:**

- Invest in employee development;
- Create a supportive environment to encourage new ideas;
- Take responsible risks;
- Strive to be the best;
- Celebrate success;
- Are accountable; and
- Consider safety in all we do.

#### **To Act as One Team we:**

- Work collaboratively;
- Speak with one voice;
- Are supportive of one another;
- Share knowledge, information and resources; and
- Are inclusive.

# Code of Professional Conduct

## Purpose:

The Ministry of Corrections, Policing and Public Safety is dedicated to promoting safe communities. The purpose of this Code of Professional Conduct (Code) is to communicate an expectation of acceptable conduct and provide guidance in ethical decision-making for all employees of Corrections, Policing and Public Safety.

Professional and ethical conduct is a personal responsibility. All employees will be held accountable to ensure their behaviour adheres to the Vision, Values and the Commitment to Excellence of the Government of Saskatchewan. This Code is a framework within which all employees are expected to perform the duties of their employment. Although the Code addresses a number of specific issues, it should not be regarded as a comprehensive listing of compliance issues nor does it supercede current policies. Instead, the Code should be regarded as a guiding principle that applies to everything that we do.

Corrections, Policing and Public Safety covers a variety of different work environments. As such, some aspects of this Code apply more specifically to one Division or another. In any situation where the appropriate conduct is unclear or ambiguous, employees must seek the advice and direction of their employer.

## Employer and Employee Responsibilities:

1. The employer is responsible to:
  - a. Ensure all employees are advised of and understand the expectations of the Code through initial orientation and training and an annual review process;
  - b. Ensure a copy of the Code is readily available to all employees; and
  - c. Promptly and objectively take appropriate corrective action where violations of the Code are identified.
2. Employees are responsible to:
  - a. Complete orientation, training and annual review related to the Code;
  - b. Adhere to and be fully conversant with this Code; and
  - c. Inform the employer of any known breach of this Code.

Employees who breach this Code may be subject to disciplinary action up to and including termination of employment. Breaches of Federal or Provincial laws or statutes may include prosecution.

## Principles:

This policy is based upon the principles and value statements described in the Commitment to Excellence. They are:

### Respect and Integrity:

1. Provide their co-workers with a work environment that is professional, and mutually supportive and free from discrimination, harassment and bullying;
2. Perform their duties and arrange their private affairs so that public confidence and trust in the integrity, objectivity and impartiality of the government are preserved and enhanced;
3. Act at all times in a manner that will bear the closest public scrutiny: an obligation that is not fully discharged by simply acting within the law;

4. If a conflict arises between the private interest and the official duties of a public servant, the conflict will be resolved in favor of the public interest and in alignment with policy and authorities;
5. Only use entitlements, benefits and privileges for the sole purpose for which they were intended and are stated;
6. Report or take appropriate action when an employee/employer acts contrary to the Code; and
7. Treat the public, employees and offenders with respect, dignity and courtesy within the work environment and in all circumstances related to the employee's duties.

## **Serving Citizens:**

8. Contribute to the good order, safety and security of their work environment and instill public confidence in correctional and policing services;
9. Provide the public with a professional, effective and efficient service while conducting their work with objectivity and integrity;
10. Provide offenders with professional and ethical services for their safety and security, and offer services to strengthen their ability to live, work and contribute to their community; and
11. In fulfilling their official duties and responsibilities, shall make decisions in the public interest.

## **Excellence and Innovation:**

12. Fulfill their duties in a professional, diligent, timely and competent manner; and
13. Identify to their supervisor any concern that a given policy, program or procedure presents an imminent danger to the health or safety of an employee, employer, work environment or the public.

## **One Team:**

14. Work cooperatively with other employees, offenders and other stakeholders to achieve the objectives of Corrections, Policing and Public Safety;
15. Respect people's cultural and/or religious beliefs and practices;
16. Individually or collectively perform their duty in a manner that minimizes risk of harm to any employee or any other person(s) either directly or indirectly;
17. Fulfill their duties in the work environment and in the community as a role model;
18. Conduct themselves in a professional manner that reflects positively on the Ministry of Corrections, Policing and Public Safety and the Saskatchewan Public Service generally; and
19. Present themselves with professionalism, integrity, impartiality and without prejudice in their words and actions.

## **Employee Expectations:**

### **1. Responsible Discharge of Duties:**

The values of excellence, innovation and accountability are demonstrated by:

1. Not using or disclosing any matter of information, including personal information and personal health information that comes to their knowledge by reason of their employment, unless allowed by *The Freedom of Information and Protection of Privacy Act* (FOIP) and *The Health Information and Protection Act* (HIPA), or any other applicable legislation, and according to the Oath and Declaration of Office. There may be times when information sharing is appropriate and required as a part of an employee's duties. If unsure, employees should contact their supervisor for clarification.
2. Taking appropriate action when witness to or aware of discrimination, harassment, bullying or disrespectful treatment of any person by another person;
3. Not engaging in activities in a way that could detract from performance of their duties;
4. Not participating in any criminal activity, nor associating, while off duty, with people known to be involved in criminal activity;
5. If charged with or knowingly under investigation for a criminal offence, immediately notifying the employer;



6. Notifying their supervisor if their driver's license has been or will be cancelled, suspended or revoked if it is a requirement of their employment;
7. Cooperating fully with any official investigation and provide information and/or submit required reports for any such investigation relating to official duties and operations of Corrections, Policing and Public Safety within established time lines;
8. Providing accurate oral and/or written statements or entry in any official document or record pertaining to their official duties as an employee of Corrections, Policing and Public Safety;
9. Properly safeguarding and not removing any documents including, but not limited to, log books, offender files, ledgers, reports, policies, manuals and any other written material published, distributed or circulated by the employer;
10. Following lawful instructions that are written or verbally issued by supervisory staff;
11. Being punctual and remaining at their assigned post until authorized to leave;
12. Ensuring time sheets are recorded accurately and reflect the time they have worked before signing by employee or supervisor;
13. Making reasonable efforts to avoid and prevent unjustified waste, loss or damage to any property in their care;
14. Not taking or borrowing for personal use any supplies purchased or supplied by the employer or used for any other purpose than government business;
15. Properly accounting for and safeguarding any money or property that comes into their possession in the course of duty;
16. Reporting to their supervisor any violation of retained rights of offenders;
17. Advising their supervisor if taking or have discontinued a prescribed medication that will or may impede the safe performance of their normal duties;
18. Advising the employer when personal problems will or may impede their ability to perform their duties;
19. Not bringing, displaying or consuming any intoxicant or illegal substance in the work environment nor displaying any indication of prior consumption of an intoxicant or illegal substance while on duty;
20. Other than authorized sleepovers, remaining awake and alert on their assigned post or place of duty and not engage in non-work related activities; and
21. Avoiding public comment on workplace concerns and addressing issues through appropriate channels.
22. Employees are expected to be fit for duty when reporting for duty and to remain so for the duration of any period they carry out duties, or may be expected to carry out duties. Managers/supervisors are responsible for identifying employees who are not fit for duty. In situations where a manager/supervisor knows or suspects an employee is not fit for duty, the manager/supervisor is to perform an assessment. Fit for duty, as defined in PS 805 Substance Use and the Workplace policy means that an employee's performance is not altered or affected by the use of a substance. For employees in safety sensitive positions, it is of heightened importance that they are in a condition to ensure they can perform their duties safely.

## **2. Deportment and Dress:**

The value of "one team" shall be demonstrated by:

While on duty, displaying a professional appearance and deportment befitting their role as a Peace Officer and/or employee of the Ministry:

1. Ensuring their clothing and/or uniform, is neat, clean and in good repair;
2. Wearing required uniform or dress professionally while on duty or attending trainings and meetings;
3. Wearing/carrying their identification as required by policy;
4. Other than when traveling to and from the work environment, not wearing the uniform provided for facility corrections workers or any part of the uniform outside of working hours except with permission from their supervisor; and
5. Not altering the uniform provided for facility workers in any manner, except for alterations to accommodate size requirements.

### 3. Relationships with Offenders/Former Offenders:

Employees will demonstrate respect and integrity by:

1. Recognizing an association with an offender or former offender may compromise workplace safety, personal and professional integrity and public trust;
2. Where possible, avoiding personal relationships with offenders, ex-offenders and their families other than those established through their duties; and
3. If there is a new or pre-existing relationship, the employee must inform the employer immediately.

The Director or designate will, on a case by case basis, review the information and provide the employee with appropriate guidance when deemed necessary and document the information for review, document tracking, and audit purposes.

### 4. Professional Relationships with Offenders/Former Offenders:

It is recognized that employees have a duty to establish a constructive relationship with offenders while under court ordered conditions. When doing so, the value of serving citizens shall be demonstrated by:

1. Ensuring that their interactions with offenders and offenders' associates and families at all times remain on a professional level;
2. Treating offenders and their families fairly and with courtesy, respect and honesty while on duty or in circumstances related to their duties;
3. Refraining from performing a personal favour for an offender if it involves engaging in an activity that is beyond the scope of the employee's duties or violates the rules established by policy, even if the offender is a personal friend or relative;
4. Not writing a letter for, making telephone calls for, or in any other manner relay or convey a written or verbal message to or from an offender who is in custody in a correctional center, except in circumstances approved by the immediate supervisor;
5. Refraining from providing legal advice to an offender or an offender's family or associates;
6. Refraining from discussing the employee's personal affairs, those of their coworkers, or the personal affairs of others, with offenders, their associates or their families;
7. Not paying for or providing goods to an offender in exchange for favours or personal benefit;
8. Immediately reporting to their supervisor any sexual advances or inappropriate requests made to them by an offender, former offender or family member of an offender or former offender; and
9. Ensuring that no pictures, portraits or personal information of any employee are provided to an offender/former offender.

### 5. Conflict of Interest

Due to the nature of the public employee's responsibilities that entail the promotion of the public interest, it may, in some cases, be necessary to restrict the activities of the public employee to ensure that a conflict of interest does not or does not appear to exist.

Employees will demonstrate **serving citizens** by:

1. Arranging their personal matters in a way that prevents a conflict of or the perception of a conflict of interest; and
2. Seeking assistance on any matters of ethical, legal or moral conduct from their Supervisor, Manager or Director, who will review the matter in whatever manner is appropriate for the circumstances and report back to the individual making the inquiry.

### Definitions:

Core Values:	The core values are respect and integrity, serving citizens, excellence and innovation, and one team.
Employee:	Any person employed by the Ministry of Corrections, Policing and Public Safety, including in- and out-of-scope employees, and employees who are on any form of leave from the work environment.

Employer:	Ministry of Corrections, Policing and Public Safety.
Former Offender:	A person who in the last five years has been an offender as defined later in this document.
Harassment:	<p><b>“Harassment”</b> means any inappropriate conduct, comment, display, action or gesture by person:</p> <ul style="list-style-type: none"> <li>i. that either: <ul style="list-style-type: none"> <li>a. is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or</li> <li>b. subject to subsections (4) and (5) of <i>The Employment Act</i>, adversely affects the worker’s psychological or physical well being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and</li> </ul> </li> <li>ii. that constitutes a threat to the health or safety of the worker;</li> </ul> <p>Examples include, but are not limited to, intimidating by word or deed; profanity directed towards a person or persons; blocking applications for training, leave or promotion without just cause; tampering with a person’s personal belongings or work equipment at the workplace, in the parking lot, or outside the place of work.</p>
Offender:	A person who has been charged with or convicted of an offence and who is bound by a committal order or supervision order, and includes a person transferred pursuant to an Act of Parliament of Canada to a court or correctional facility.
Work Environment:	Includes all on-site or off-site locations where work related activities and interactions occur whether on duty or off duty, that could bring the Ministry into disrepute.

## Authorities

This Code of Conduct is not intended to replace, but rather to supplement other Divisional directives, Ministry policies, Public Service policies, and the Collective Bargaining Agreement. The Code of Professional Conduct was developed under the authority of:

*Correctional Services Act, 2012*

*Youth Criminal Justice Act, (2003)*

*The Youth Justice Administration Act, 2003*

*The Saskatchewan Employment Act, 2013*

*The Police Act and Regulation, 1990*

*The Health Information and Protection Act (HIPA)*

*Freedom of Information and Protection of Privacy Act*

*Public Service Act and Regulations, 1999 - Saskatchewan*

Government of Saskatchewan, Substance Use and Workplace Policy, Assessment of Fit for Duty Procedures

Government of Saskatchewan, Oath or Declaration of Office

Government of Saskatchewan, Information Technology Policy

Government of Saskatchewan, Anti-harassment Policy

Government of Saskatchewan, Conflict of Interest Policy

Government of Saskatchewan, Statement of Organizational Culture, Commitment to Excellence and Core Values

## **Appendix A:**

### **Making an Ethical Decision – A Guide**

Because each situation is different, not every ethical dilemma can be detailed in a Code of Conduct. This guide is designed to assist you in assessing specific situations. You can discuss the situation with your supervisor/manager, a colleague or Human Resources.

#### **What is the problem?**

What is happening and who is involved?

Who is affected?

What are the job expectations?

What are the actual or foreseeable consequences and impacts?

What guidance is there in legislation, policy and/or the Code of Conduct?

Why do I feel uncomfortable with this?

#### **Is this an ethical problem?**

Which principles and standards contained in the Code of Conduct apply?

What would the public view as fair, honest and appropriate?

Is the public's confidence in the agency of government at risk?

Are the values of natural justice, accountability and reasonableness met?

Has the Ministry's duty of care been compromised?

Are my personal and professional beliefs and values compromised?

#### **What action should be taken?**

Do I have the power or authority to deal with the issue?

Who else should I talk to?

What options are available that uphold the relevant principles?

What is consistent with current policy and practice?

What are the pros/cons of each option?

How would the public view these options?

What feels "right" to me as a professional public official?

#### **What is the right thing to do?**

Is the decision fair and equitable as outlined in the Principles and Standards?

Does the decision provide a reasonable balance between competing interests and values?

Is the decision consistent with relevant legislation, policy and practice?

Can the decision be justified to the Executive Director, the Legislature and the public?

Can the key issues and the decision be easily explained?

Do I feel comfortable with the decision?

#### **What changes may need to occur?**

Is this ethical issue an isolated event or does it represent a broader issue?

Who needs to be advised and how?

What do I need to do to prevent the situation from occurring again?

*Adapted from the Queensland, Australia Corrective Services Code of Conduct*



# My Code of Conduct

By signing this document I am confirming that I have read and recognize that it is my duty to follow the Ministry of Corrections, Policing and Public Safety Code of Professional Conduct and I understand the consequences of not adhering to it.

I understand that if I refuse to sign this document, I am still obligated to comply with it.

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Employee Signature

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(Please Print Name)

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Date

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Supervisor Signature

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(Please Print Name)

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Date

## **Ministry Representative**

By signing this document I am confirming that I have reviewed this Code of Professional Conduct with the employee identified above, as is my duty under the Code as the employer representative.

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Ministry Representative Signature

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(Please Print Name)

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Date





