



# Manitoba Government Code of Conduct

The Manitoba Government Code of Conduct sets out the values and expected behaviours of all Manitoba government employees.

This information is available in alternate formats upon request.

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## Table of Contents

PART A: MANITOBA GOVERNMENT CODE OF CONDUCT .....	3
INTRODUCTION .....	3
APPLICATION .....	3
VALUES FOR AN ETHICAL PUBLIC SERVICE .....	5
EXPECTED BEHAVIOURS .....	6
PART B: THE CODE IN PRACTICE .....	9
ROLES AND RESPONSIBILITIES .....	9
VIOLATIONS OF THE CODE .....	10
ANNEX A – CODE OF CONDUCT FOR POLITICAL STAFF .....	13
INTRODUCTION .....	13
APPLICATION .....	13
VALUES FOR AN ETHICAL PUBLIC SERVICE .....	14
EXPECTED BEHAVIOURS .....	15
ROLES AND RESPONSIBILITIES .....	19
VIOLATIONS OF THE CODE .....	20
APPENDIX A – COMPLAINT FORM .....	21

# Part A: Manitoba Government Code of Conduct

## Introduction

Every employee of Manitoba's core public service is responsible at all times for their professional and ethical conduct. Employees must conduct themselves with the highest degree of integrity, responsibility and accountability to colleagues, the Manitoba government and the people of Manitoba.

The Manitoba Government Code of Conduct (Code) is a requirement under [The Public Service Act](#). It outlines the values and expected behaviours of Manitoba's core public service as stated in Part 2, Section 4 of the act.

The Code informs the commitment of the core public service to implement the decisions of government of the day, to provide non-partisan advice, and to uphold the law, institutions of government and democratic principles. By committing and adhering to these values and behaviours, employees help to strengthen ethical conduct within the Manitoba government and foster public confidence.

## Application

Adherence to the Code is a requirement for all core public service employees.

The core public service consists of the Clerk of the Executive Council, other deputy ministers, and employees in positions within the departments of the government including regular, term, departmental, contract and casual employees. Students, volunteers and those on a practicum placement are also required to follow the Code.

It should be noted that staff in the broader and allied public service are also expected to follow the values of [The Public Service Act](#), and should refer to the code of conduct in their own organization for more information.

### ***\*Note regarding Political Staff of the Allied Public Service***

The values of the core public service also apply to political staff, who are also government employees. However, political staff have a fundamentally different role from core employees. They share the governing party's political commitment, and contribute a particular expertise or point of view that core employees cannot provide due to their non-partisan role. Although the values of the core public service guide the expected behaviours of all Manitoba government employees, there are some differences regarding the expected behaviours for political staff and other government employees due to their distinctive roles.

[Annex A – Code of Conduct for Political Staff](#) outlines the values of the public service and expected behaviours for political staff. However, to ensure political staff are supporting and maintaining a non-partisan public service, they must also make themselves aware of the

ethical standards, expectations, and obligations for all employees outlined in the [Manitoba Government Code of Conduct](#), [The Public Service Act](#), the [Public Service Regulation](#), and the [Oath or Affirmation of Office Regulation](#). This also includes any other policies, codes and or mandates that affect the departments that they support.

Non-political core government employees faithfully serve the people of Manitoba through their duly elected government by providing the same support, regardless of which political party is in office. Their work includes developing and implementing policies and programs, and delivering services to the public.

The Code is not intended to replace, but rather complement, existing legislation, policies and guidelines. Employees are expected to follow all other government directives, including any policies, codes or mandates that affect the unique responsibilities of their position, and specific department and/or branch.

## **Values for an Ethical Public Service**

The Code is founded on the values for an ethical public service, as described in Part 2, Section 4 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 employees. Further details on how employees demonstrate these values are included in the [Expected Behaviours](#) section.

### ***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.

### ***Integrity***

Employees must exhibit honesty, integrity, consistency and impartiality while maintaining the highest standards of personal and professional conduct. Employees must not conduct themselves in a manner that would reflect adversely on the Manitoba government, their department, or other employees. To ensure employees are acting in the public interest, they must resolve conflicts of interest in favor of the public interest; maintain confidentiality of information; handle sensitive information appropriately and discreetly; and conduct themselves in a non-partisan manner.

### ***Accountability***

Employees serve the needs, interests and expectations of the people of Manitoba. 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.

### ***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.

## **Expected Behaviours**

Employees demonstrate the values for an ethical public service through their actions and behaviours. The following section outlines expected behaviours of employees, in which these values are embedded. These behaviors are also derived from the values for both ethical and effective public service in [The Public Service Act](#).

The Code does not attempt to set rules addressing every situation. In cases where appropriate conduct is unclear, it is the employee's responsibility to seek the advice and direction from their supervisor.

### ***Citizen-Centred Service***

Employees are accountable for the programs and services provided to Manitobans. Employees must ensure contact with the public is reliable, courteous, and respectful, and that all Manitobans have equal access to goods and services. This includes recognizing and affirming the Treaty rights of Indigenous peoples in the Constitution, and advancing reconciliation with Indigenous peoples as laid out in the [Reconciliation Strategy](#), [The Path to Reconciliation Act](#), [Accessibility for Manitobans Act and Accessibility Standards](#), [Manitoba Government Accessible Customer Service Policy](#), [Diversity and Inclusion Policy \(link\)](#), [French Language Services Policy](#), [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), and [The Human Rights Code](#) provide further information on providing citizen-centred service.

### ***Confidentiality***

Employees must maintain the confidentiality of information gained, in any form as a result of their work, and ensure that the privacy of individuals and their information is maintained, including after the employment relationship ends. Information that is not generally shared with the public should not be disclosed or commented on, including to the media or on social media. Employees must be aware of, and observe the confidentiality provisions of the [Oath or Affirmation of Office Regulation](#), [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), [The Personal Health Information Act \(PHIA\)](#), and the Use of Technology Policy Statement ([link](#)) that governs digital conduct.

### ***Conflict(s) of Interest***

As outlined in the [Conflict of Interest Policy](#), employees must resolve any conflict between their official duties and their personal or private interests, in favour of the public interest. This includes outside employment and volunteer activity, as well as the interests of immediate family, friends, and relatives.

### ***On and Off-Duty Conduct***

To maintain public confidence, whether on or off-duty, employees are expected to obey all laws, and carry out their duties in accordance with legislative requirements, government policy, and directives. When off-duty, employees are expected to use discretion to ensure that any personal activities do not bring disrepute to the Manitoba government, which

includes activities or actions that could negatively affect the government's interests, property, security, reputation, or employee health and safety. Further information is included in policies such as [Criminal Charges](#), [Oath or Affirmation of Office Regulation](#), [Conflict of Interest](#), [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), Diversity and Inclusion Policy ([link](#)), and Use of Technology Policy Statement ([link](#)).

### **Performance Standards**

In order to provide quality services and programs that meet the needs of Manitobans, the public service must be comprised of well-qualified and dedicated employees with the abilities, skills, training and competence to perform their position duties. Managers must encourage and support ongoing learning, and employees must be open to, and strive for continuous development. Further information is available in the [Learning Policy](#), the Performance Development Policy ([link](#)), the Educational Opportunities Policy Statement ([link](#)), and the Talent Acquisition Policy ([link](#)).

### **Political Impartiality and Political Rights**

Regardless of which political party is in office, all employees share the responsibility of respecting partisan and non-partisan roles to provide objective and stable delivery of government programs and services to Manitobans. Non-political employees are required to provide the same support to the elected government regardless of which political party is in office. They should be aware of their own personal views and ensure that these views do not influence the way in which they carry out their duties.

With the exception of deputy ministers, employees have the right to be politically active. However, employees must exercise political rights appropriately. When an election has been called, employees must take further precautions to ensure that they do not undertake any activities that could call into question their non-partisanship or which could give rise to criticism that public resources are being used for partisan purposes.

Further information on non-partisanship and political rights is available in the [Guidelines for elected officials and political staff on ensuring a non-partisan public service](#) (intranet access required) and in the [Guidelines on the conduct of government and public servants prior to and during a general provincial election](#) (intranet access required). Employees may also consult [Part 5, Section 34 \(Political Activities of Core Public Service Employees\) of The Public Service Act](#) and Part 4 of the [Public Service Regulation](#).

### **Public Resources**

Employees are accountable for public resources and must ensure they are using these resources in an efficient, responsible, and accountable manner. Public resources are to be used for government business only, and include human, financial, and technological resources, and government property, information, and equipment. Further information is available in the Use of Technology Policy Statement ([link](#)) (including the [Social Media Policy](#)) and the [Government of Manitoba Employee Network Usage Policy](#) (intranet access

required), [Oath or Affirmation of Office Regulation](#), and other policies and procedures that safeguard the use of public resources.

### ***Respectful Workplaces***

It is the collective responsibility of all employees to contribute to, and maintain, a respectful workplace environment that is free from all forms of harassment, including sexual harassment and discrimination. Employees must cooperate, be supportive and value the diversity of their fellow colleagues and the public.

It is recognized that employees may interact with colleagues and the public outside of the workplace and outside of working hours. Where such interactions occur, employees are expected to refrain from any conduct that could negatively affect the workplace, or the reputation of the Manitoba government. Further information is outlined in the [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), the Diversity and Inclusion Policy ([link](#)), and [The Human Rights Code](#).

### ***Safe Workplaces***

Managers and supervisors must ensure that Manitoba government workplaces are safe for their employees and the public. Employees must follow the policies and procedures established by their department or branch to eliminate or minimize occupational safety and health risks at their workplace. See [The Workplace Safety and Health Act, Workplace Safety and Health Policy](#) (intranet access required), and the [Workplace Impairment Policy](#) for more information.



## Part B: The Code in Practice

### **Roles and Responsibilities**

#### ***Employees***

All employees are responsible for adhering to the values and expected behaviours of the Code and other government directives. Where an employee is unsure of the appropriate ethical course of action, they should seek guidance from their supervisor.

All employees have a duty to report any situation that they believe is in violation of the Code. Such concerns should be disclosed in a timely manner, as per the process outlined in the [Violations of the Code](#) section.

#### ***Managers and Supervisors***

By virtue of their positions, managers and supervisors must lead by example and exemplify proper conduct. Supervisors must ensure their employees receive, read, and understand their responsibilities under the Code, which includes engaging in ongoing dialogue with their team members about expectations of ethical conduct.

Where they have observed a violation or where concerns are brought to their attention, they must act in a timely manner to address the situation. Once addressed, they must monitor the workplace to ensure there is no recurrence of such behaviour. They must also ensure there are no acts of reprisal taken against employees who have brought forward concerns.

#### ***Deputy Ministers (or designates)***

Deputy ministers (or designates) are responsible for overseeing the administration of the Code for their respective departments. They must ensure that management is engaging (e.g. through regular reminders, discussions at staff meetings) with their employees regarding their responsibilities and compliance under the Code. They may also implement supplementary directives respecting the unique responsibilities or requirements affecting their respective areas.

#### ***Public Service Commission (human resources)***

The Public Service Commission provides policy direction, as well as advice and support to departments on the administration of the Code. Public Service Commission staff will also typically lead investigations into alleged violations of the Code.

## **Violations of the Code**

The following process is intended to deal with routine operational or human resource issues.

If the allegation is related to a significant or serious wrongdoing, disclosures may be made through the process outlined under [The Public Interest Disclosure \(Whistleblower Protection\) Act](#) (PIDA). To learn more, please visit the [Public Service Commission](#) website or the [Manitoba Ombudsman](#) website.

**Where there is a health and safety risk to others, the employee should first immediately contact the appropriate authorities (i.e. local police).**

The Code complements existing legislation, policies and guidelines, some of which may contain other options for making disclosures that should be considered (e.g. [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#)).

Where the employee is unclear of the process to follow, they should seek guidance from their supervisor or human resources.

### **Process**

Reported violations of the Code should be made in good faith. Employees who reasonably believe they have information that could show a violation has been or is about to be committed should report the allegation as soon as possible, either verbally or in writing to the employee's immediate supervisor, to another level of management, or to human resources.

The details of the allegation must be documented and kept confidential by the person to whom the issue is reported, or by those that will be involved in addressing and/or investigating the matter, such as staff of the Public Service Commission. The [Complaint Form under Appendix A](#) may be used to document the details of the allegation by either the person reporting the alleged violation or by the person to whom the issue is reported. **Note: All allegations involving sexual harassment must be documented on the complaint form and reported to human resources.**

The person to whom the issue is reported will assess and endeavour to resolve the matter in an expeditious manner. This may involve referring to policy that the allegation is related to for next steps on addressing the situation (e.g. [Conflict of Interest Policy](#) or [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#)), or consulting with staff of the Public Service Commission for advice on how to assess and address the allegation.

Where allegations of criminal behaviour have been made, the employee and/or the employer may also report the issue to the appropriate authorities (i.e. local police).

Where a formal investigation is required, it will normally be led by staff of the Public Service Commission, but may also be led by a member of management, where appropriate.

A formal investigation process will normally entail meeting with the person(s) who made the allegation, with the person(s) the allegation is against, with any witnesses (if applicable), and reviewing any supporting evidence (if applicable).

Employees are required to participate and cooperate in resolving allegations that have been brought forward.

### ***Anonymous Complaints***

Employees may submit anonymous complaints, but there can be limitations to investigating and resolving anonymous complaints, which include:

- Follow-up that is often required to verify facts may not be conducted with the complainant and this can impact the ability to investigate.
- Insufficient evidence and/or corroborating support (i.e. witnesses) may impact the ability to investigate.
- Anonymity of the complainant cannot be guaranteed, as details uncovered during an investigation could lead to speculation or knowledge of the identity of the disclosing individual.
- The complainant may not be made aware of the outcome.

Anonymous complaints can be made on the [Complaint Form under Appendix A](#). Where anonymous complaints are made, the complaint will be assessed to determine if the allegations constitute a breach of the Code. If so, the person who receives the complaint will endeavour to resolve the matter to the best of their ability, based on the information received, following the same processes outlined in the [Violations of the Code](#) section.

### ***Confidentiality***

The details of any reported issue are to be kept confidential by all parties involved. However, the Code is not intended to discourage or prevent employees from exercising any legal rights, including under applicable collective agreements or legislation. Where appropriate and applicable, employees may discuss reported issues with their respective union and with confidential support systems such as with counsellors of the [Employee and Family Assistance Program](#).

The employer will not disclose the name of a complainant, alleged respondent or the circumstances related to a reported issue to any person, except where the complaint is necessary to investigate, take corrective action, or is required by law.

The person making the complaint and the person who was involved in the alleged violation of the Code will be informed if the allegation was substantiated or not. This information may also be shared with witnesses that were a part of the investigation process.

### ***Consequences***

If a person is found to have engaged in activities contrary to the Code, the employer will take corrective action, which may include disciplinary measures up to and including termination of employment.

### ***Frivolous Complaints***

Corrective action may also be taken against those who were found to have made a complaint for frivolous or vindictive reasons. This does not apply to complaints made in good faith, but are not substantiated.

### ***Reprisal***

Reprisal is not permitted against an employee exercising their rights in good faith under the Code. Any act of reprisal will be cause for disciplinary action up to and including termination of employment. Reprisal can include, but is not limited to, an actual or threatened harmful act, penalizing someone for making a complaint (e.g. a supervisor purposely excluding an employee, giving stricter deadlines or an unmanageable workload after a complaint is made) and/or withholding a benefit for making a complaint (e.g. future negative implications to careers such as loss of job opportunities).

# Annex A – Code of Conduct for Political Staff

## Introduction

The Code of Conduct for Political Staff (Code) sets out the Manitoba government's values and expected behaviours of political staff (who are part of the Allied public service). The head of the political staff is responsible for ensuring that political staff are aware of and comply with this Code, which is a requirement for political staff under [The Public Service Act](#).

The Code is not to replace, but rather complement, existing legislation, policies and guidelines. Political staff are expected to follow all other government directives, including any policies, codes or mandates that affect the unique responsibilities of their position.

## Application

This Code applies to all political staff who are advisors and assistants who support ministers (who are also known within government as “elected officials”) in the performance of their public duties. They share the governing party's political commitment and contribute a particular expertise or point of view that other employees cannot provide due to their non-partisan role.

Political staff take into account political considerations in undertaking their work. They work for the government in roles that have a clear political dimension and they are not required to operate in a politically neutral way. However, they often work closely with other government employees and must make sure their interactions with them are free from political influence.

To ensure they have a clear understanding of their working relationships with other employees, political staff must also make themselves aware of the ethical expectations outlined in the [Manitoba Government Code of Conduct](#). They must also make themselves aware of any other policies, codes and or mandates that affect the departments that they are supporting.

For clarity, this includes the [Public Service Regulation - Part 6 \(Political Staff\)](#), which gives detailed information on acceptable political activities (Section 6.6(1)), and outlines workforce management policies which apply to political staff (Section 6.4(1)). The Oath of Affirmation of Office for Political Staff Member, which must be followed, is set out the [Oath or Affirmation of Office Regulation \(Section 2\)](#).

## **Values for an Ethical Public Service**

The Code is founded on the Manitoba government's ethical values. These values provide a common framework and guide the expected behaviour and conduct of all Manitoba government employees. The following are the Manitoba government's core values, including some examples of how these values are demonstrated through the actions and behaviours of political staff. Further details on how political staff demonstrate these values are included in the [Expected Behaviours](#) section.

### ***Respect for Others***

All employees must treat others with respect, courtesy and dignity, and value the diversity of their fellow employees and the public by being open to the exchange of different perspectives and ideas. Political staff should treat others equitably and with fairness and honesty.

### ***Integrity***

Political staff must exhibit integrity and the highest standards of personal conduct so that public trust in integrity, objectivity and impartiality of the government is conserved and enhanced. They must not conduct themselves in a manner that would reflect adversely on the Manitoba government, their office, or other employees.

### ***Accountability***

As public office holders, political staff are expected to act with honesty and in good faith. They must place the interests of the employer, and the people of Manitoba ahead of their own personal interests. To ensure they are acting in the public interest, political staff must resolve conflicts of interest, maintain confidentiality of information gained as a result of their work, and be careful stewards of public resources.

### ***Skill and Dedication***

In order to provide high quality and prompt service, political staff must give their best to meet performance standards and organizational requirements. They must be open to continual learning and innovation, and must promote excellence by maintaining and improving their knowledge, skills, abilities and competencies, as well as assist in enhancing those of their colleagues.

## **Expected Behaviours**

Political staff demonstrate the values for an ethical public service through their actions and behaviours. The following section outlines expected behaviours of political staff, in which these values are embedded. These behaviors are also derived from the values for both ethical and effective public service in [The Public Service Act](#).

Political staff are also expected to follow the workforce management policies which apply to political staff as outlined in the [Public Service Regulation Section 6.4\(1\)](#).

The Code does not attempt to set rules addressing every situation. In cases where appropriate conduct is unclear, it is the employee's responsibility to seek the advice and direction of their supervisor.

### ***Citizen-Centred Service***

Political staff must ensure their contact with the public is prompt, courteous, respectful, and that all Manitobans have equal access to goods and services. This includes recognizing and affirming the Treaty rights of Indigenous peoples in the Constitution, and advancing reconciliation with Indigenous peoples as laid out in the [Reconciliation Strategy](#), [The Path to Reconciliation Act](#), [Accessibility for Manitobans Act and Accessibility Standards](#), [Manitoba Government Accessible Customer Service Policy](#), [Diversity and Inclusion Policy](#) ([link](#)), [French Language Services Policy](#), [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), and [The Human Rights Code](#) provide further information on providing citizen-centred service.

### ***Confidentiality***

Political staff must maintain the confidentiality of information gained, in any form, as a result of their work and ensure that the privacy of individuals and their information is maintained, including after the employment relationship ends. Information that is not generally shared with the public should not be disclosed or commented on, including to the media or on social media. They must be aware of, and observe the confidentiality provisions of the [Oath or Affirmation of Office for Political Staff Member](#), [The Freedom of Information and Protection of Privacy Act](#) (FIPPA), [The Personal Health Information Act](#) (PHIA), and the Use of Technology Policy Statement ([link](#)) that governs digital conduct.

### ***Conflict(s) of Interest***

As outlined in the [Conflict of Interest Policy](#), political staff must resolve any conflict between their official duties and their personal or private interests, in favour of the public interest. This includes outside employment and volunteer activity, as well as the interests of immediate family, friends, and relatives.

### ***On and Off-Duty Conduct***

To maintain public confidence, whether on or off-duty, political staff are expected to obey all laws, and carry out their duties in accordance with legislative requirements, government policy, and directives. When off-duty, they are expected to use discretion to ensure that any

personal activities do not bring disrepute to the Manitoba government, which includes activities or actions that could negatively affect the government's interests, property, security, reputation, or employee health and safety. Further information is included in policies such as the [Criminal Charges](#), [Oath or Affirmation of Office for Political Staff Member](#), [Conflict of Interest](#), [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), and Use of Technology Policy Statement ([link](#)).



## **Performance Standards**

In order to provide quality services and programs that meet the needs of Manitobans, political staff must possess the abilities, skills, training and competence to perform their position duties. Managers must encourage and support ongoing learning, and political staff must be open to, and strive for continuous development.

## **Political Impartiality and Political Rights**

Although political staff share the governing party's political commitment, and are not required to operate in a politically neutral way, they do share the responsibility of maintaining a non-partisan public service. Where they interact with other government employees, they must ensure any interactions are free from political influence. Further information on non-partisanship is available in the [Guidelines for elected officials and political staff on ensuring a non-partisan public service](#) (intranet access required).

Political staff have the right to be politically active. However, they must exercise political rights appropriately. When an election has been called, political staff must be especially vigilant with respect to the distinction between official government business supported by departmental and portfolio resources, and partisan political activities.

As outlined under the public resources section below, all public resources are to be used in an accountable manner and only for government business. During an election period, political staff must take care to avoid even the appearance that departmental resources are being used for campaign purposes. This includes government premises, supplies, equipment, email or services. Further information on political rights is found in [The Public Service Act](#) and in the [Guidelines on the conduct of government and public servants prior to and during a general provincial election](#) (intranet access required).

In addition to the resources listed, the [Public Service Regulation](#) - Part 6 (Political Staff, Section 6.6(1)) provides direction on acceptable political activities and political rights.

## **Public Resources**

Political staff are accountable for public resources and must ensure they are using these resources in an efficient, responsible, and accountable manner. Public resources are to be used for government business only, and include human, financial, and technological resources, and government property, information, and equipment. Further information is available in the [Government of Manitoba Employee Network Usage Policy \(intranet access required\)](#), [Oath or Affirmation of Office for Political Staff Member](#), Use of Technology Policy Statement ([link](#)), and policies and procedures that safeguard the use of public resources.

## **Respectful Workplaces**

It is the collective responsibility of all employees to contribute to, and maintain, a respectful workplace environment that is free from all forms of harassment, including sexual harassment and discrimination. Political staff must treat with respect and courtesy all those with whom they have contact during the course of their employment. They must cooperate, be supportive and value the diversity of their fellow colleagues and the public.

It is recognized that employees may interact with colleagues and the public outside of the workplace and outside of working hours. Where such interactions occur, political staff are expected to refrain from any conduct that could negatively affect the workplace, or the reputation of the Manitoba government. Further information is outlined in the [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#), the Diversity and Inclusion Policy ([link](#)), and [The Human Rights Code](#).

### ***Safe Workplaces***

It is the employer's responsibility to ensure that Manitoba government workplaces are safe for their employees and the public. Political staff must follow the policies and procedures established by their office to eliminate or minimize occupational safety and health risks at their workplace. See [The Workplace Safety and Health Act](#), [Workplace Safety and Health Policy](#) (intranet access required), and the [Workplace Impairment Policy](#) for more information.

# **Roles and Responsibilities**

## ***Political Staff***

Political staff are responsible for adhering to the values and expected behaviours of the Code and other government directives including those in the [Public Service Regulation - Part 6 \(Political Staff\)](#). Where an employee is unsure of the appropriate ethical course of action, they should seek guidance from their supervisor.

Political staff have a duty to report any situation that they believe is in violation of the Code. Such concerns should be disclosed in a timely manner, as per the process outlined in the [Violations of the Code](#) section.

## ***Head of the Political Staff***

The head of the political staff is responsible for overseeing the administration of the Code for political staff. They must ensure that political staff receive, read, and understand their responsibilities under the Code, and regularly engage (e.g. through regular reminders, discussions at staff meetings) with political staff regarding their responsibilities and compliance with the Code.

The head of the political staff may also implement supplementary directives respecting the unique responsibilities or requirements affecting their respective areas.

Where they have observed a violation or where concerns are brought to their attention, they must act in a timely manner to address the situation. Once addressed, they must monitor the workplace to ensure there is no recurrence of such behaviour. They must also ensure there are no acts of reprisal taken against employees who have brought forward concerns.

## ***Public Service Commission (human resources)***

The Public Service Commission provides policy direction, as well as advice and support on the administration of the Code. Public Service Commission staff will also typically lead investigations into alleged violations of the Code.

## **Violations of the Code**

Political staff have a duty to report any situation that they believe is in violation of the Code. The head of the political staff is responsible for acting in a timely manner to address any alleged violations that have been reported to them or that they have observed. Information on reporting and addressing an alleged violation of the code is available under the [Violations of the Code](#) section of the Manitoba Government Code of Conduct.

**Where there is a health and safety risk to others, the employee should first immediately contact the appropriate authorities (i.e. local police).**

## Appendix A – Complaint Form

# Complaint of Inappropriate Conduct

This form may be used:

- By employees to report alleged violations of Manitoba government policies and procedures related to conduct (e.g. [Manitoba Government Code of Conduct](#), [Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying](#)).
- By persons receiving complaints to document the detail of the complaint.

**Note:** To complete the form electronically, **save the form to your computer and open with Adobe Reader** as certain web browsers disable some fillable functions of the form. To print the form, select 'Choose paper source by PDF page size' on the print window.

### **Sexual Harassment:**

For complaints of sexual harassment, the person receiving the complaint must complete this form and report the complaint to the Public Service Commission (human resources). The person receiving the complaint may verify their assigned Public Service Commission contact by calling 204-945-2332.

### **General Information:**

Alleged violations should be reported in good faith, where the person making the complaint reasonably believes they have information that can show a violation has been or is about to be committed. Employees experiencing inappropriate behaviour or witnesses who have observed inappropriate behaviour can make a formal complaint at any time, regardless of when an incident may have occurred. Complainants are encouraged to report incidents as soon as possible after they occur as this assists with the ability to investigate and/or address the issue.

Although the provision of detail through all of the sections in this document can assist in better understanding the complaint right from the initiating point, **at a minimum, the following sections need to be completed in order to enable review and follow-up:**

- Complainant Information (or see information below on Anonymous Complaints)
- Who Committed the Alleged Violation?
- General Nature of the Concern(s)

The completed form can be submitted to the employee's immediate supervisor, another level of management or to human resources. **Where there is a health and safety risk to others, the employee should first immediately contact the appropriate authorities (i.e. local police).**

If additional information needs to be included under any section of this form, this information can be completed on a separate document and attached to the form.

This document, once completed, must be stored in such a manner to protect the confidential nature of the contents.

### **Note:**

This information is being collected under the authority of [The Freedom of Information and Protection Act \(FIPPA\)](#), as it is necessary to assess and resolve alleged violations of Manitoba government policies and procedures. Your personal information is protected by the protection of privacy provisions of [FIPPA](#), and will not be used or disclosed for other purposes unless permitted by [FIPPA](#). If you have any questions about the collection of your personal information, please contact the FIPPA Coordinator by telephone at 204-792-5871, by email at [FIN-CSC-EC\\_FIPPA@gov.mb.ca](mailto:FIN-CSC-EC_FIPPA@gov.mb.ca), or by mail at 824 – 155 Carlton Street, Winnipeg, Manitoba, R3C 3H8.

### **Anonymous Complaints**

The person receiving an anonymous complaint will assess and address the situation to the best of their ability, based on the information received. It should be noted, there can be limitations to investigating and resolving anonymous complaints, which include:

- Follow-up that is often required to verify facts may not be conducted with the complainant and this can impact the ability to investigate.
- Insufficient evidence and/or corroborating support (i.e. witnesses) may impact the ability to investigate.
- Anonymity of the complainant cannot be guaranteed, as details uncovered during an investigation could lead to speculation or knowledge of the identity of the disclosing individual.
- The complainant may not be made aware of the outcome.

**This Information is available in alternate formats upon request**

<b>Complainant Information (Required Section)</b>		
<i>Leave blank for anonymous complaints (please see information on anonymous complaints above).</i>		
Name:	Position Title:	Department/Branch:
Telephone Number:		Email Address:
Complaint Details Verified by Complainant (if documented on their behalf): <input type="checkbox"/>		Date of Complaint:

<b>Who Committed the Alleged Violation? (Required Section)</b>
Include the names, position titles and department/branch of the employee(s) who committed the alleged violation:

<b>Witness Information</b>
Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation:

<b>Complaint Details</b>
<i>Describe the details of the alleged violation, providing as much detail as possible regarding the facts of the situation.</i>
Details of the alleged violation (e.g. what was observed, who was involved, what was said or happened) <b>(Required Sub-Section)</b> :
When and where did this situation happen (e.g. dates, times, and locations)?
What was happening before the situation occurred?

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<b>Complaint Details</b>
<i>Describe the details of the alleged violation, providing as much detail as possible regarding the facts of the situation.</i>
Did anyone respond or react to the situation (who responded, what did they say or do)?
Did the incident have an effect on anyone involved (physically, mentally, professionally)? <i>Please note, counselling services are available through the <u>Employee and Family Assistance Program</u>.</i>
Identify any evidence, if applicable, such as documentation, emails and photos (please attach copies of any evidence):
Has the alleged violation already been disclosed to anyone, and if so who and when? Include the status or outcome of the complaint, and attach copies of any written responses, if applicable:

**Questions**

If you have any questions or require assistance completing this form, please contact the Public Service Commission at 204-945-2332 or by email at [psc@gov.mb.ca](mailto:psc@gov.mb.ca). In the alternative, you can contact the Labour Relations – Investigations Unit directly at [LRIInvestigations@gov.mb.ca](mailto:LRIInvestigations@gov.mb.ca)

<b>Person Receiving Reported Concern (if applicable)</b>		
<i>Note: If report is received verbally, the complainant should verify the information documented above before the report is submitted to human resources.</i>		
Name:	Position Title:	Department:
Relationship to Complainant(s):		Date Complaint Received:

<b>Public Service Commission Information (if applicable)</b>	
<i>All complaints of sexual harassment must be reported to the Public Service Commission.</i>	
Public Service Commission Contact:	Date Complaint Reported to the Public Service Commission:

**This Information is available in alternate formats upon request**



## Addressing the Complaint

The following information must be completed by the person(s) involved in addressing the complaint. However, the information may be captured through other means and can be referenced on the form (e.g. please refer to investigation notes, emails, letters, etc.). The form and related documentation must be retained in a confidential file.

**Where management is addressing a sexual harassment complaint, the following information must be reported to the Public Service Commission (human resources).**

Next Steps
Steps taken to address the concern (i.e. formal investigation, followed steps outlined in related policy):
Has this or a similar situation occurred before, and if so, what happened and when, how was it addressed?

Outcome
Description of action(s) taken, to who, and when (i.e. training/education, corrective action):
Dates of follow-up meetings or communications to anyone else involved in the situation (i.e. witnesses to confirm the matter has been closed/addressed):
Other actions or steps that will be taken (i.e. monitoring, follow-up meetings, education/training):

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