

THE PEMBINA TRAILS SCHOOL DIVISION CODE OF CONDUCT

The Code of Conduct (the “Code”) was designed to provide guidelines for all employees, to meet legislative and regulatory expectations under *The Public Service Act* and to ensure trust and confidence in the Division by all partners. *The Public Service Act* is founded on the values for an ethical public service, as described in Part 2, Sections 4 and 5. These values (please view the exhibit AAC-E-1) provide a common framework to guide the public service in serving the public in an ethical manner.

The principles set out in the Division’s Code of Conduct are intended to:

- Support and promote employee understanding of rules and standards of conduct necessary to achieve the goals and objectives of the Division, and
- provide direction in situations where the right course of action may not always be clear.

We are accountable for putting these principles into practice. By abiding by the Code, we provide a clear message to those we work with about our commitment to ethical behaviour in everything we do.

The Code is not intended to replace, but rather complement, existing policies and administrative procedures. Other Division policies, the Standard of Behaviour, and the Collective Agreements are important components of our overall compliance and should be read in conjunction with this Code. Employees who are members of professional associations may also have unique expectations from their association, or mandates that affect the unique responsibilities of their position.

The employees of Pembina Trails School Division (“Division”) make decisions every day that affect and impact one another, our partners, our visitors, our business associates, government authorities, the public, other community members, and the communities in which we live and work. The actions we choose to take as individual employees reflect on all of us and influences how others perceive the Division.

Through our actions, we have the power to improve our workplace, and build trust in what we do.

The Division’s Mission and Vision as well as the Values of the Public Service and the Values of the Division can be found in Exhibit 1.

Accomplish Anything

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