

CODE OF CONDUCT

The Division is committed to integrity and ethical behaviour in all we do. The Code provides standards for ethical behaviour when representing the Division and when dealing with our fellow employees, our partners, visitors, business associates, government authorities, the public and any other community members. The Code applies to conduct in the workplace or at work-related activities. All employees are expected to conduct themselves with both personal and professional integrity.

The Code contains information in the following areas:

(Click on the title below to be taken directly to that section.)

1. Condition of Employment
2. Reporting Breaches of the Code of Conduct
3. Consequences if Someone Breaches the Code
4. No Retaliation
5. Compliance with Division Policies, Regulations, Administrative Practices and Applicable Laws
6. Diversity in the Workplace
7. Equality in Employment
8. Harassment (Respectful Workplace)
9. Violence in the Workplace
10. Workplace Safety
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- 24. Protect the Division's Name and Assets
- 25. Protect Personal and Confidential Information
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- 29. The Public Interest Disclosure (PIDA) (Whistleblower Protection)
- 30. A Final Word

1. Condition of Employment ([Home](#))

As a condition of your employment, you, the employee, must familiarize yourself with, and always act in accordance with, this Code, the Division's policies and regulations and the Collective Agreements. This Code may be updated or amended from time to time and any changes will be promptly communicated to you.

Failure to act in accordance with this Code may result in disciplinary action up to and including termination of employment if there is just cause. Please note that any conflicts between this regulation and any language in an employee's collective agreement, the language in the collective agreement shall prevail.

Due to the importance of the Code, you will be required every three years to acknowledge that you have read the Code, that you understand your obligations under it, and that you agree to act in accordance with it.

2. Reporting Breaches of the Code of Conduct ([Home](#))

As an employee of the Division, you may report any known or suspected breach of the Code, Division policies, any law or regulations, or any unethical behaviour. You can contact your Leader, Union Representative, the Human Resources department, or anyone in leadership whom you are comfortable approaching.

If a formal disclosure is made, please complete the required sections of the form located in **WHISTLEBLOWER DISCLOSURE FORM** ([GBKA-E-1](#)) and submit to your Leader, designated officer (Superintendent/CEO), or the Manitoba Ombudsman. You may also contact your union representative. The detailed steps of the investigation process can be found in **WHISTLEBLOWER REGULATION** ([GBKA-R](#)).

Please note, that all Manitobans also have a legal obligation to report any suspected case of child abuse and neglect, whether physical, sexual, or emotional in nature. To view the **REPORTING CHILD ABUSE/CHILD PROTECTION POLICY** ([JLF](#), [JLF-R](#), [JLF-E-1](#), [JLF-E-2](#), [JLF-E-3](#)) in its entirety, please go to the Website.

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3. Consequences if Someone Breaches the Code [\(Home\)](#)

Those who violate the Division’s Code of Conduct, or any policies will be subject to disciplinary action, up to and including termination of employment if there is just cause. Please note that although the Code prescribes rules and standards of conduct for all employees of the Division, they are not all-inclusive. The absence of a specific rule or standard of conduct does not mean that an action is condoned. It may still be subject to disciplinary action.

Please note that any conflicts between this regulation and any language in an employee’s collective agreement, the language in the collective agreement shall prevail.

It is also important to understand that a violation of certain provisions of the Code may also be a violation of law and may subject the individual employee involved and/or the Division to criminal prosecution or civil liability.

4. No Retaliation [\(Home\)](#)

The Division will provide a safe environment for all employees to come forward with their concerns, and will not permit any reprisal, retaliation, or disciplinary action to be taken against anyone for raising a concern in good faith.

The Division will respect the confidentiality of those who raise a concern, subject to its obligation to investigate the concern and any obligation to notify others, including regulators and other authorities.

5. Compliance with Division Policies, Regulations, Administrative Practices and Applicable Laws [\(Home\)](#)

Employees of the Division are expected to perform their duties, consistent with the authorities they have been granted and with the applicable policies, regulations, administrative practices, collective agreements, and applicable laws.

All the policies and regulations have been designed to ensure compliance with the laws, regulations, rules, requirements, and expectations set out by the *Public Schools Act*. The Division is required to comply with a range of provisions in other statutes, including: *The Public Schools Act*; *The Public Service Act*; *The Human Rights Code*; the *Freedom of Information and Protection of Privacy Act* (FIPPA); the *Personal Health Information Act* (PHIA); the *Labour Relations Act*; the *Manitoba Workplace Safety and Health Act*, the *Education Administration Act*, and *The Accessibility for Manitobans Act*.

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6. Diversity in the Workplace ([Home](#))

The Division is committed to encouraging, enhancing, and celebrating diversity. Our collective talent includes qualities that each employee brings to the Division. We value that which makes us similar and different, such as job experience, education, age, national origin, religion, physical ability, race, gender, sexual orientation, marital status, and disability. When we work toward and support a diverse, safe, healthy, and supportive workplace in which every individual feels respected and equal, we all benefit.

Each of us has the responsibility to help create and maintain a healthy and secure environment that values employee contributions and encourages learning. The Division prides itself in providing a workplace in which all employees are treated with dignity and respect.

7. Equality in Employment ([Home](#))

The Division is committed to fair and equitable treatment of all employees and providing equal opportunities in employment and advancement. We strive to have a representative workforce that reflects the community in which we live and work, while maintaining fair, equitable and accessible employment policies overall. We will not unlawfully discriminate based on, among other things, age, sex, sexual orientation, race, national origin, religion, marital and family status or disability. The Division supports the principles of and complies with applicable laws governing non-discrimination. The Division makes reasonable individual accommodation for qualified individuals with known disabilities or other special needs. Please note that any hiring decisions are based on the applicant having the ability to meet the skills and qualifications of the position as set out in the job description. To view the **EQUAL EMPLOYMENT OPPORTUNITY POLICY (GBA)** in its entirety, please go to the Website.

The right to be free from discrimination in employment is not confined to the hiring stage, but extends to all aspects of the employment relationship, including employment testing, on-the-job training, working conditions, transfers, and promotions.

Employees, applicants or other third parties may file an internal or external complaint if they believe that they have been subjected to work-related discrimination that is prohibited by the Division's policies or any applicable law.

8. Harassment (Respectful Workplace) ([Home](#))

The Division has developed an organization-wide policy intended to prevent harassment or discrimination of any type of its employees and to deal quickly and effectively with destructive workplace conflict, incidents of harassment and/or discrimination as they might occur. The Division will not tolerate any improper behaviour on the part of any person which jeopardizes the dignity and/or undermines the working relationships and productivity of another individual. Furthermore, abusive, threatening, demeaning, and humiliating behaviour is strictly prohibited.

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The Division expects that all employees take personal responsibility for their interactions, communications, and behaviour to maintain a respectful workplace.

For additional information on how to report complaints or to view the **HARASSMENT POLICY** ([GBAA](#), [GBAA-R](#), [GBAA-E-1](#)) in its entirety, please go to the Website.

9. Violence in the Workplace ([Home](#))

The Division is committed to providing a workplace that is free from violence. The Division will take every reasonable step to prevent violence in the workplace.

For additional information on how to report incidents of violence or to view the **EMPLOYEE VIOLENT INCIDENT PREVENTION AND REPORTING POLICY** ([GBGBA](#), [GBGBA-R](#)) in its entirety, please go to the Website.

10. Workplace Safety ([Home](#))

The Division is committed to providing a safe and healthy work environment for all employees by ensuring that work is conducted in a manner that is consistent with reasonable standards of health and safety, to prevent or reduce accidents, injuries, or illnesses. While in the workplace, you are expected to follow established safety procedures and comply with all instructions concerning safety and health for the workplace in accordance with the *Workplace Safety and Health Act* and the **SAFETY AND HEALTH POLICY** ([GBG](#)). To view the policy in its entirety, please go to the Website.

The Division is committed to taking every appropriate measure possible to prevent injuries and to maintain a healthy work environment.

For additional information on how to report accidents or potential hazards please go to the **SAFETY, HEALTH AND ENVIRONMENT WEBPAGE** ([S.H&E Webpage](#)) and click on the appropriate link.

To view the **ALCOHOL AND DRUG FREE WORKPLACE POLICY** ([GBEC](#)) in its entirety, please go to the Website.

If you are unsure of what to do in any situation, seek guidance before you act. Whom you should raise your concern with will depend on the circumstances. However, you should speak to your Leader, a Union Representative or the Human Resources department if you have:

- doubts about a particular situation;
- questions or concerns about a Division practice; or
- questions about potential conflicts of interest.

Members of the Safety & Health Committees are posted on the bulletin boards at each school; however, staff can also ask their Administrator or the Caretaker at their school (as caretakers are on all committees). Employees can also ask their Union Representative.

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11. Workplace Security including Fraud and Theft [\(Home\)](#)

It is critical that we protect both individual and Division property and assets. While the Division takes security measures, we must all be part of the process. Employees are responsible for the proper use and security of Division assets and resources entrusted to them. Employees are expected to ensure that all assets and resources assigned to them are handled, managed, and protected in accordance with established policies and procedures.

12. Environmental Protection [\(Home\)](#)

The Division encourages and supports all initiatives designed to protect the environment. We are committed to sustainable and responsible decisions that minimize our environmental footprint. Employees have a duty to participate in the Division’s programs designed to protect the environment and are encouraged to consider other means in which they can contribute to a “greener” Division. For additional information, please view the Education for Sustainable Development – Manitoba Education.

13. Ethics in Your Business Relationships [\(Home\)](#)

The Division depends on the strong relationships we build with our partners, visitors, business associates, government authorities, the public, and the communities in which we live and work. We maintain these relationships by taking extra care when giving or receiving gifts, when interacting with visitors and others and when sharing information with outside individuals and organizations.

14. Treat Others Honestly and Fairly [\(Home\)](#)

We must treat all individuals who have interactions or business dealings with us, with high standards of honesty, fairness, and courtesy. All individuals must be able to voice their concerns easily and we must deal with complaints and disputes fairly and quickly. In the eyes of the individual you may be dealing with, you represent not only your position within the Division but the Division as a whole.

All employees of the Division must be careful not to mislead our partners, visitors, business associates, government authorities, the public and other community members about the financial status, products, or services of the Division. We must never make promises the Division cannot keep.

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15. Comply with Applicable Laws [\(Home\)](#)

To be professional, we must follow the Division’s standards of ethical business conduct and must ensure compliance with applicable laws, rules, and regulations.

We are committed to providing accurate, timely and understandable disclosure in our public communications and in the reports and documents that we file with regulatory authorities, including the Strategic Plan, Annual Report and Quarterly Financial Reports. Our disclosures will enable our partners to understand:

- the key business opportunities we see;
- the issues and risks we manage;
- the critical accounting policies we employ; and
- the important judgments we make in preparing our financial statements.

Certain employees are authorized to release information about the Division as part of their regular duties. You should never release information concerning the Division’s business activities without prior approval from the Superintendent or the Secretary-Treasurer.

16. Share Information Responsibly with Others [\(Home\)](#)

Memberships in professional organizations can increase the effectiveness of individuals and the Division. The Division encourages membership in such organizations to ensure employees remain current on any new developments within their profession.

It is a normal part of these memberships to share information, however we need to ensure that we do not exchange confidential Division information. We must also take care not to violate the confidentiality or privacy that employees, suppliers, other partners, etc. legitimately expect. You must fully respect the confidentiality requirements of information you have obtained because of your position.

17. Refer Media Questions to the Communications Officer [\(Home\)](#)

The media plays an important role in helping inform the public about the Division’s services. The Communications Officer is responsible for communicating the Division’s official position on any topic to the media. You must direct all inquiries from the media to the Communications Officer. You should not respond to any media inquiries unless you are authorized to do so by the Superintendent or their designate.

As an employee of the Division, you are expected to refrain from making, through any public medium either directly or through another party, or any social media platform any public pronouncement critical of the Division’s policies, programs, or management. Any public statement made by an employee could damage the Division’s honour and integrity and could

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subject the Division to potential liability. You should use internal means to bring any criticisms or concerns you may have to the attention of the Division's leaders.

To view the **MEDIA RELATIONS PROTOCOL REGULATIONS** ([KDD](#), [KDD-R](#)) in its entirety, please go to the Website.

18. Choose Suppliers through Fair Competition ([Home](#))

The Division is committed to fair competition in all its dealings with suppliers. It is important to communicate the Division's requirements clearly and uniformly to all potential suppliers. Procurement decisions must be made based on factors such as quality, service, price, delivery, fair trade and best value. Care must be taken to avoid conflicts and the appearance of partiality.

If a supplier asks you to endorse a product or service using the Division name or your position as a division employee, direct the request to the Secretary-Treasurer Department.

For additional guidance, see the following sections in this Code:

- Conflicts of Interest;
- Compliance with Division Policies, Regulations, Administrative Practices and Applicable Laws.

19. Conflicts of Interest ([Home](#))

A "conflict of interest" occurs when your personal interests interfere in any way with, or might be seen by others to interfere with, the interests of the Division. A conflict situation can arise when you take or have interests that make it difficult to perform Division work objectively and effectively. It is also a conflict if outside activities affect your judgment to act in the best interest of our partners, visitors, business associates, government authorities, the public and other community members.

Conflicts of interest can damage the trust among you, the public and the Division. The perception of a conflict of interest can do as much damage to the Division's honour and integrity as an actual conflict of interest. We must all be vigilant in this regard, and all interactions, relationships or situations that could be perceived by others as a conflict should be avoided or the risk addressed.

Employees who believe they may have a conflict of interest or are uncertain whether the potential for a conflict of interest exists, must immediately notify their Leader, a Union Representative, the Human Resources department, or the Superintendent/CEO of the Division. Any conflicts of interest, or potential conflicts of interest, must be disclosed. Conflicts will be reviewed upon disclosure. Some conflicts may be permissible however, they must still be disclosed.

To view the **CONFLICT OF INTEREST POLICY** ([GBEA](#), [GBEA-R](#)) in its entirety, please go to the Website.

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20. Post-Employment Conduct ([Home](#))

The Division's Code does not and is not intended to impose upon any employee more than what the employment law imposes on employees today.

Your obligation to protect the interests of the Division extends after you leave employment with the Division.

21. Nepotism ([Home](#))

Other than in exceptional circumstances where arrangements may be authorized, employees should never be in a position to influence the employment conditions (e.g., compensation, promotion, etc.) or performance assessment of a family member who is an employee or contractor. This can lead to conflicts of interest, unethical employment practices and the appearance of special treatment.

22. Deal at Arm's Length with Suppliers ([Home](#))

You must not be associated in any way with agreements between the Division and suppliers in which you or a member of your immediate family have a direct or indirect interest in, or relationship with, and where such relationship might affect the objectivity and independence of your judgment or conduct in carrying out your duties and responsibilities or which might result in your or your family member's personal gain.

23. Payments, Gifts, Entertainment, Hospitality and Other Benefits ([Home](#))

Offers of gifts and entertainment are courtesies common among business partners. However, offering or accepting gifts, entertainment or other benefits can be mistaken for improper payments. For this reason, the guidelines below must be followed:

- All employees should not accept gifts or paid-for entertainment (other than of nominal value to a maximum of \$50.00 such as low-cost promotional objects, simple meals, souvenirs with no cash value), or other favors from a vendor, prospective vendor, or any person with whom the Division does, or may do, business. Receiving such items or favors may compromise, or appear to compromise, your ability to make objective, impartial and fair business decisions.
- Offering or receiving any gift, gratuity or entertainment that might be perceived unfairly to influence a business relationship must be avoided.
- Gifts of cash or cash equivalents (such as gift cards or gift certificates) must never be offered or received.

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- An employee may keep gifts or prizes resulting from contests entered by the employee at an event, which either required skill on the part of the employee to win or required the employee to buy an entry to the contest that the employee paid with their own funds.
- Employees who receive unsolicited gifts from partners or suppliers or receive a gift or prize at an event where the employee's attendance was paid for by the partner or supplier or was funded by the Division, or where the Division requested that the employee attend on its behalf, must immediately turn over the gift or prize which will then be used for a prize at an employee event or donated to charity.
- Employees must never solicit a gift or entertainment as this may create or may appear to create an expectation in the mind of others that they will receive special or preferential treatment as a result.
- Business entertainment should be moderately scaled and intended only to facilitate business goals.
- Gifts that are repetitive (no matter how small) may be perceived to be an attempt to create an obligation to the giver and are therefore inappropriate.

This always applies and does not change during traditional gift-giving seasons.

If the offering and exchanging of a gift is aligned with and responsive to cultural practices of relationship building and enhancing, employees should accept and report the exchange to their Leader, Union Representative or the Human Resources department.

24. Protect the Division's Name and Assets [\(Home\)](#)

The name Pembina Trails School Division must be used only for authorized Division business and never for personal activities. Do not identify yourself with the Division while pursuing personal, political, or not-for-profit activities, unless you obtain the Division's authorization first.

An important way to protect the Division's honour and integrity is to refrain from making statements that could adversely affect the Division. Disparaging comments or false statements about the Division, its employees, or its services, can damage the Division's honour and integrity. You should not make written or oral statements that could be damaging to the Division unless you are required to by law or for the purpose of carrying out your duties to the Division.

We all share a responsibility to protect the Division's assets. All documents, records, data, equipment, and other physical property provided to you by the Division, or otherwise obtained or produced in connection with your employment with the Division, shall be and always remain the property of the Division.

Assets such as stationery, computers and mail services, may not be used for personal activities, except as permitted by Division policies, unless you have your leader's specific approval. You may not remove or borrow Division property without permission. Employees entrusted with access to or control over the Division's assets must ensure that each use, acquisition, or disposition of an asset by an employee on behalf of the Division is undertaken with the specific authorization of the Division and is accurately recorded.

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25. Protect Personal and Confidential Information ([Home](#))

During regular business, we collect a substantial amount of information about our employees, applicants, contractors, and other individuals and organizations. We must handle this information with the greatest care to merit their confidence and protect their privacy.

Personal information must be kept secure, in confidence and used only for the purposes for which it was collected. It may be disclosed to those who have a right to the information or when the law requires disclosure. Personal information may include a wide range of information, such as an individual's home address and phone number, family and employment status, health information, financial information, etc. All employees are required to comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Health Information Act* (PHIA), which protects the privacy of individuals by regulating the collection, use, storage, disclosure and disposal of personal information held by the Division and provides individuals with a right to access their own information, as well as any practices or procedures that may have been established in your business area. Destroying, altering, falsifying, concealing a record or directing anyone to do so, with the intent to deny a right of access may be considered as a contravention to the *Freedom of Information and Protection of Privacy Act* or the *Personal Health Information Act*.

Any questions about business practices and procedures related to the collection, use and disclosure of personal information that apply to you in your position with the Division should be directed to the Records Management & Access and Privacy Coordinator.

Confidential information about the Division itself must also be protected. Information about the Division is confidential until such time it is disclosed to the public. Examples are financial results before they are announced, business plans, strategic initiatives, etc. Employees are responsible for protecting any confidential information in their possession against theft, loss, unauthorized disclosure, access or destruction, or other misuse. To protect confidential information, employees should:

- only disclose confidential information to others within the Division on a need-to-know basis or when authorized to do so;
- control access to confidential information by, for example, not leaving it unattended in meeting rooms or discarding it in a public place;
- refrain from discussing confidential Division business in public where you may be overheard, including in elevators, in restaurants, in taxis or on airplanes; and
- comply with all relevant Business Practices and Procedures that have been established in your business area to safeguard confidential information, including those regarding the use of electronic communications, such as cell phones, Internet, and e-mail.

If you are required for legitimate business purposes to disclose confidential information to any person outside the Division, authorization must be obtained from the Superintendent or their designate.

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Your obligation to protect the Division's confidential information continues after your employment with the Division has ended. As well, any documents or materials containing confidential information must be returned when you leave the Division.

All employees are also required to sign the Pledge of Confidentiality. To view the **PLEDGE OF CONFIDENTIALITY** ([EHB-E-2](#)) in its entirety, please go to the Website.

26. Respect Copyrighted Materials ([Home](#))

Copyright laws protect many materials you use in the course of your work as an employee. A few examples are computer software, books, print music, audio and videotapes, trade journals and magazines. There may also be copyright on presentation slides and training materials produced by outside consultants. It is illegal to reproduce, distribute or alter copyrighted material without the permission of the copyright owner or authorized agent.

You must also comply with the copyrights on software installed on your office computer and on network computer storage areas you control. You may not copy, install, or otherwise use software in a manner that violates the license agreement for that software.

27. Keep Full and Accurate Records ([Home](#))

The Division needs to maintain accurate records to meet its legal and financial obligations and to manage properly. The Division considers information and records to be valuable Division resources that contribute to achieving our objectives and require diligent management. All financial reports, expense accounts, time sheets, administrative records and other similar documents must be completed accurately, honestly and in accordance with Division procedures. Making false, fictitious, or inappropriate entries with respect to any transaction of the Division or the disposition of any of the Division's assets is prohibited. As an employee of the Division, you are responsible for the accuracy and completeness of any reports or records you create or maintain. Undisclosed or unrecorded assets, liabilities, revenues, or expenses are prohibited.

Furthermore, all employees must comply with the Division's **Records Management Policy** ([EHB](#), [EHB-R](#)). To view the policy in its entirety, please go to the Website. This policy describes how long documents and records (whether in print or electronic form) must be maintained to facilitate the Division's ongoing operations and to satisfy financial, legal and regulatory retention requirements. This policy also provides direction for the proper disposal of records that have been kept for the required periods.

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28. Personal Use of Division Resources ([Home](#))

All computer and telecommunications equipment the Division owns or leases as well as all remote computing services used by the Division, including the internet are for Division business. Occasional, limited, appropriate personal use of Division communication systems such as phones, computers are permitted when the use does not:

- interfere with the employee's work performance;
- distract other individuals from their job responsibilities;
- unduly impact the operation of the Division systems or processes; or
- violate any provisions of this Code or any other Division policy.

In certain circumstances, the Division may authorize business use of media such as social networks (for example Facebook, X). For additional information on **STAFF INTERACTION WITH STUDENTS' POLICY** ([GBEBB](#), [GBEBB-R](#)) or to view the policy in its entirety, please go to the Website.

All electronic mail and voice mail systems (including data on these systems), Internet access and computers are the Division's property. Authorized employees may periodically check these systems to correct network problems and to ensure they are being properly used and secure. The Division does not guarantee any personal privacy for communications that you send, receive or store on these systems.

29. The Public Interest Disclosure Act (PIDA) (Whistleblower Protection) ([Home](#))

The Act provides a means for employees in the public sector to disclose information that they believe could show that a wrongdoing has been committed or is about to be committed in the public sector, or that they were asked to commit a wrongdoing. The Act protects public servant disclosers against reprisal if the discloser was brought forward in good faith. It is part of the Government of Manitoba's ongoing commitment to promoting ethical practices in the public sector.

To submit a disclosure of wrongdoing or complaint of reprisal, please go to the Manitoba Ombudsman and complete the appropriate form. For additional information or to view the **WHISTLEBLOWER POLICY** ([GBKA](#)) in its entirety, please go to the Website.

30. A Final Word ([Home](#))

Maintaining the honour and integrity of the Division depends directly on the decisions all employees make every day. The Code of Conduct provides standards and sets high expectations for its employees, suppliers, and other partners. However, your own good judgment is most important in ensuring that the Division fulfills its ethical obligations.

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