

## **OUR MISSION:**

We support the functioning of the Legislative Assembly by delivering apolitical, responsive and trustworthy support services to MLAs individually and in session, committees, Caucus and the Board of Management.

## **OUR VALUES:**

We take pride in our work. We believe in our democratic institutions and processes and are committed to strengthening and helping them evolve. We preserve corporate memory and ensure institutional continuity and stability. Specifically, we value:

### **IMPARTIALITY**

We provide services and advice to Members without bias, favouritism, or self-interest. Our personal views or political opinions do not influence the way we do our work. We treat all Members fairly and with respect, even if we disagree with them.

### **INTEGRITY**

We earn the trust of Members by being open, honest, and forthright in our dealings with them. We use the authority delegated to us in a fair and responsible way. We avoid real and perceived conflicts of interest in our work and disclose them when they are unavoidable.

### **ACCOUNTABILITY**

We honour our commitments, take responsibility for our actions, and learn from our mistakes. We do our best to accomplish our mission without sacrificing our values. We use public funds responsibly and submit ourselves freely to appropriate oversight.

### **RESPONSIVENESS**

We respond to questions and inquiries in a forthright, impartial and timely manner, even when we think Members and residents will not agree with our responses. We study and promote best practices and try to improve our services by listening, understanding, innovating, and learning.

### **RESPECT**

We treat everyone we work with and serve with respect and dignity. We refrain from and discourage discrimination, harassment and bullying in all areas of our work. We ask for and expect to be treated with respect and dignity as we do our jobs.

### **TEAMWORK**

We believe that all members of our team have the potential for individual and professional growth. We value lived experience as much as formal education and training. We help our colleagues when we face challenges and rely on them for help when we are in need.

## CODE OF CONDUCT

### A. IMPARTIALITY

#### **We demonstrate it by:**

1. Making decisions and providing advice that is rooted in legislation, policy, and established practice. Our decisions and advice are not affected by our personal relationships or values. Before we make a decision or give advice, we collect as much relevant information as we can, explore numerous options, consult established authorities and precedents and consider the impact of our advice or decisions on the Legislative Assembly, Members (current and future) and our colleagues. When in doubt we consult our colleagues, supervisors or outside experts.
2. Leaving our personal biases, political views and outside relationships at the door when we come to work. We refrain from using our close working relationships with Members to resolve personal, operational, or human resource concerns.
3. We proactively disclose personal relationships that develop with Members or that existed prior to a Member's election or the start of employment at the Legislative Assembly. We refrain from commenting on Members' social media platforms, particularly on issues of a political or contentious nature.
4. Avoiding active participation in Territorial elections. We refrain from:
  - fundraising for a political party or candidate;
  - intentionally using our positions to affect the political activity of any other person;
  - engaging in political activities during work hours or by using Legislative Assembly premises, supplies or equipment;
  - publicly expressing views on election issues including expressing support for or opposition to candidates' positions or policies;
  - serving as an official agent or an officer for a territorial or federal political party;
  - campaigning or actively working in support of a territorial election candidate including displaying campaign signs and similar materials at our personal place of residence, making a financial contribution to a candidate or signing nomination papers. If campaign signs or materials

are displayed at our personal places of residence by someone else who also lives there, we disclose this fact to our supervisors; and

- letting our name stand as a candidate in a territorial election unless authorized to do so by the Clerk.
5. Treating all Members, colleagues, and residents in a consistent, fair and respectful way. We avoid the reality and the perception that we have “favourites” and seek ways to provide service to Members in ways that meet their individual needs.

## **B. INTEGRITY**

### **We demonstrate it by:**

1. Acting honestly and transparently in the performance of our duties. We tell the truth to Members and base our advice and decisions on the most up-to-date legislation, policies, facts and data.
2. Complying with the letter and the spirit of relevant financial management legislation, policies and procedures. We maintain a clear separation between work-related and personal financial matters and only use or authorise the use of public funds, assets, vehicles and equipment for work-related purposes.
3. Respecting the confidentiality and privacy of certain information obtained in the course of our duties and in accordance with our Oath of Office. We only disclose official information or documents that are not properly in the public domain when authorized to do so by legislation, policy, established practice or when proper authority has been given.
4. Acting in accordance with the law. We encourage lawfulness in all aspects of our work and in our personal lives. We proactively disclose activities that may be unlawful, corrupt, unethical, likely to negatively affect the reputation of the Legislative Assembly or create an undue risk to public health, safety or the environment to our supervisors.
5. Avoiding conflicts of interest and disclosing them at the earliest opportunity when they arise. Conflicts of interest can be real, potential or perceived. They are sometimes unavoidable. We manage conflicts of interest that cannot be avoided in accordance with direction from our supervisors and in the best interests of the Legislative Assembly. We ensure that our personal financial interests, and those of our family, friends and associates do not interfere with or influence our work.

6. Seeking approval to engage in outside, paid work and complying with any direction given to avoid conflicts with our work at the Legislative Assembly. Outside work includes a second job, conducting a business, trade or profession or active involvement with outside organizations in either a paid or voluntary capacity when that involvement may conflict or interfere with our duties.
7. Behaving in ways that build and maintain a high level of public trust and that do not bring ourselves or the Legislative Assembly into disrepute or diminish public confidence. We strive to meet this standard in our work and private lives. We advise our supervisor immediately if we are charged with an offense that, if convicted, could negatively impact the performance of our duties.
8. Avoiding the use of alcohol, cannabis, or illegal substances when at work. We avoid the misuse of alcohol and cannabis while attending work-related social functions. We follow local laws, rules and customs regarding the use of alcohol and cannabis when travelling for work.
9. Commenting publicly about our work only when authorized to do so by the Speaker, committee chair, the Clerk, Deputy Clerk or the Manager of Public Affairs and Communications. When authorized to make a public comment, we restrict our comments to factual information within the scope of our work and avoid speculation or expressing personal opinions. When we make a public comment in our personal lives, we take steps to ensure that our comments are not in an official capacity and unrelated to the work of the Legislative Assembly.

### C. ACCOUNTABILITY

#### **We demonstrate it by:**

1. Acting, at all times, in a way that reflects the trust and confidence the Legislative Assembly places in its employees.
2. Following all legitimate direction from our supervisors, particularly as it relates to this code of conduct. Through appropriate and established channels, we question and challenge direction that we legitimately feel is unlawful, corrupt, unethical or likely to bring disrepute to the Legislative Assembly.
3. Setting clear, responsive and measurable goals for our work that align with our mission. We seek clarification and assistance when we experience obstacles and setbacks. We actively participate in periodic performance reviews, consider feedback with an open mind and learn from our mistakes.

4. Maintaining accurate and reliable records of our work. We keep notes of important meetings and conversations, make full use of electronic records management systems and abide by the spirit of Access to Information and Protection of Privacy legislation as it applies to the Legislative Assembly. We ensure that our records are reliable and secure and make them available for review when required.
5. Staying current with legislation, regulations, policies and operational procedures that are relevant to our jobs, particularly as they relate to occupational health and safety.

#### D. RESPONSIVENESS

##### **We demonstrate it by:**

1. Completing assigned tasks and providing a high standard of advice and service to the institution, Members of the Legislative Assembly and the residents of the NWT. We help members of the public understand and participate in the democratic process.
2. Gaining and maintaining the knowledge and skills necessary to do our work through formal training programs and self-study. We seek answers to questions and solutions to problems we encounter and request assistance and direction if required.
3. Staying committed to continuous improvement through the identification of best practices and applying them to our work when relevant. We actively seek out and promote ways to do our work better and learn from our mistakes.
4. Advising Members of the Legislative Assembly, in a courteous and direct way, when we are unable to implement their direction. In doing so we communicate specific laws and policies that we are required to follow, provide viable alternative approaches to helping them achieve their goals and referring them to appropriate decision makers if they continue to be unsatisfied with our response.

#### E. RESPECT

##### **We demonstrate it by:**

1. Being fair, objective, and courteous in our dealings with Members, our colleagues and residents. Out of respect for the offices they hold, we do not

refer to Members by their first names in the Legislative Assembly Building, in meetings or other work-related functions, but rather by their titles or surnames.

2. Nurturing a work environment that is free from discrimination, harassment and bullying. We follow the provisions of the GNWT's and Assembly's Harassment-Free Workplace Policies. We resolve inter-personal disputes and workplace conflict in an informal and productive way before making a formal complaint. When formal complaints are made, we treat them seriously and follow fair and established processes to investigate and resolve them. We refrain from retaliation when complaints are made, investigated and resolved.
3. Valuing and promoting equity, diversity and inclusion in our workplace, particularly when it comes to honouring and respecting the cultures, languages and histories of the Indigenous people of the NWT, the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Calls to Action of the Truth and Reconciliation Commission and the Final Report of the National Inquiry into Murdered and Missing Indigenous Women and Girls.
4. Refraining from discussing human resource or operational concerns directly with Members of the Legislative Assembly. We follow established internal processes, including the Assembly's independent human resources officers, to address internal operational or management concerns.

## **F. TEAMWORK**

### **We demonstrate it by:**

1. Working together, using our shared knowledge and expertise, to deliver high quality service and identifying opportunities to do things better.
2. Sharing and communicating useful and relevant information and offering helpful support and advice to solve problems and improve the services we deliver.
3. Understanding that each of us has a unique lived experience that affects the way we work and learn. We accept and appreciate differences in personal style, preferred methods of communication, and approaches to dealing with conflict, workplace stress and disagreement. We do our best not to judge our colleagues, but rather learn from them and grow.
4. Keeping our workspaces organized and tidy and refraining from any activities that may unduly disturb or interrupt the work of our colleagues.