

CODE OF CONDUCT FOR EMPLOYEES OF THE LEGISLATIVE ASSEMBLY

Preamble

The Board of Management of the Legislative Assembly adopts this Code of Conduct to recognize the importance that employee professionalism and excellence play in the successful operation of the Legislative Assembly.

Statement of Intent

1. This Code expresses an ideal and provides guidance to all persons who serve as employees of the Legislative Assembly.
2. This Code applies to all Legislative Assembly employees, including the Executive Assistant to the Speaker, regardless of their work assignment or responsibility. This Code does not apply to employees of the Department of the Executive who work in the Legislative Assembly building, Members' Constituency Assistants or Statutory Officers and their employees.
3. This Code supplements existing codes to which employees are already subject, including the Code of Conduct Respecting Conflict of Interest and Oath of Office and Secrecy for the Employees of the Government of the Northwest Territories. Obligations that employees have under these codes, including various professional codes, are recognized and fully accepted.
4. This Code supports the sense of personal responsibility that employees of the Legislative Assembly should have for their own actions. The circumstances of life and work present conflicts and hard choices. Legislative Assembly employees have to make day-to-day judgments that reflect this Code. This includes decisions about:
 - an employee's activities at work
 - an employee's activities outside of work, including activities as a volunteer
 - an employee's financial and business interests and
 - an employee's personal relationships

General Principles of Conduct

1. Public Servant

An employee of the Legislative Assembly is a public servant and is counted on to act in ways that enhance residents' respect for the Legislative Assembly as the most important symbol of public government in the NWT.

2. Loyal to the Legislative Assembly

The role of the Legislative Assembly employees is to support the mission of the Legislative Assembly within their roles and responsibilities as public servants. The mission of the Legislative Assembly is to safeguard and promote the principles of consensus government and the institution of the Legislative Assembly in order to foster an empowered and representative government that is relevant and accountable to the people of the Northwest Territories.

3. Trustworthy

An employee of the Legislative Assembly stands in a relationship of trust, confidence, and responsibility to the Legislative Assembly and has a duty to act in a way that makes him or her worthy of the trust and confidence the Assembly places in its employees.

4. Proactive about Disclosure

Employees are expected to be proactive, give notice and seek discussion with the Clerk of the Legislative Assembly, before potential or real issues related to conflicts of interest arise.

Obligations of Employees to the Legislative Assembly

1. Honest

A Legislative Assembly employee demonstrates the highest standards of honesty and personal integrity in all of his or her work for the Assembly.

2. Discreet

A Legislative Assembly employee is discreet in what he or she reveals about work done for any Member and, subject to the law and in accordance with the policies and practices of the Legislative Assembly, maintains confidentiality of communications between the employee and any Member.

3. Candid

A Legislative Assembly employee renders candid advice to Members on matters of policy and procedure within the employee's areas of work responsibility.

4. Objective

A Legislative Assembly employee provides objective and impartial advice, information, and alternatives to Members independent of the employee's personal beliefs or interests or the interests of third parties. The employee avoids activities and relationships that conflict with this objectivity or give the appearance of conflict.

5. Competent

A Legislative Assembly employee strives to acquire and maintain the knowledge and skills necessary to do the work he or she is expected to do and recognizes when to seek assistance from others.

6. Diligent

A Legislative Assembly employee gives a hard-working effort to each work task, uses available time in a productive and efficient manner, and completes work in the most timely fashion possible.

7. Fair

A Legislative Assembly employee treats all Members with equal respect and provides services of equal quality to all members.

Obligations of Employees to Each Other

1. Respectful

A Legislative Assembly employee treats all fellow employees with respect and appreciates the pressures they work under and the difficulty of some of the choices they must make.

2. Supportive

A Legislative Assembly employee supports the efforts of fellow employees to meet their obligations and perform their work and is willing to operate as part of a team when appropriate.

Obligations of Employee to the Public

1. Courteous

A Legislative Assembly employee is courteous to all members of the public with whom he or she interacts in his or her work.

2. Service Oriented

A Legislative Assembly employee understands that they serve the general public as well as the institution. He or she makes every effort to assist members of the public to understand and participate in the democratic process.

3. Law-Abiding

A Legislative Assembly employee is law-abiding. He or she encourages lawfulness in the activities of all participants in the legislative process. A Legislative Assembly employee will advise the Clerk of the Legislative Assembly if they are aware of any activity that may be unlawful or unethical.

Employee Expectations of the Legislative Assembly

1. Supportive

In placing their knowledge and skills at the service of the Legislative Assembly and in committing themselves to be trustworthy servants of the Assembly, employees rightfully depend on the Clerk of the Legislative Assembly to clarify staff responsibilities and support employees in fulfilling their obligations under this Code of Conduct. The Clerk of the Legislative Assembly oversees the implementation of this Code of Conduct and works through issues and circumstances with employees with as much confidentiality as a situation will permit.

2. Proactive

Employees are entitled to a workplace that is free from harassment, abuse, violence, unfair discrimination and illegal activities. Employees expect that the Clerk of the Legislative Assembly will respond to complaints and support employees who bring complaints forward.

3. Responsive

In the event of a breach or the potential for a breach of this Code, the Clerk discusses issues with the affected employee(s), determines the next steps and provides direction to the employee(s). The employees will be expected to confirm that the required actions have been taken.

Political Activity

If engaging in political activities, employees must be able to maintain impartiality in relation to their duties and responsibilities. The *Public Service Act* and the GNWT Code of Conduct establish certain constraints on political activity for employees.

The Board of Management of the Legislative Assembly has established the following additional restrictions on political activity for all Legislative Assembly employees.

When engaging in political activities, **an employee may not:**

- Personally ask for funds for a territorial political party or candidate;
- Engage in any territorial or federal political activity during working hours
- Use the Legislative Assembly's premises, supplies, equipment for any political activity or display or distribute any federal or territorial campaign literature on Legislative Assembly premises.
- Intentionally use your position to affect the political activity of any other person.

- Publicly express views on any matter that forms part of the platform of a territorial or federal political party or candidate, including any criticism of candidates, positions or policies;
- Publicly criticize any policy about which you acquire information by virtue of employment with the Legislative Assembly or with another department or agency of the GNWT.
- Attend, as a voting delegate, any meeting of a territorial or federal political party ;
- Serve as an official agent for a candidate in an election, or an executive officer of a federal political party, riding or association;
- Campaign for, or actively work in support of, a territorial or federal political party or candidate; including the following activities:
 - Display campaign signage or materials for a territorial election candidate at an employee's residence.
 - Contribute financially to a territorial election candidate
 - Sign nomination papers for a territorial election candidate
- Be a candidate in a federal, provincial or territorial election unless on a leave of absence approved by the Board of Management for that purpose.

I have read and understand this Code of Conduct and its importance for my work with the Legislative Assembly. I also know that I am expected to comply with this Code and I will comply.

Employee

Printed name: _____

Signature: _____

Date: _____

Witness

Printed name: _____

Signature: _____

Date: _____