

**MAF Area of Management 1: Values and Ethics Methodology, for the previous three fiscal years**

2012-2013

**Area of Management 1: Values and Ethics**

**Line of Evidence 1.1 – Culture (35%)**

The organization is using findings regarding the status of its culture to feed into its Values and Ethics Plan.

*Measures:*

On the basis of the 2011 Public Service Employee Survey results and other results identified in MAF 2011-12, demonstrate how the organization's values and ethics plan will serve to:

- Address identified issues, sustain performance and/or achieve progress in developing a culture that reflects and supports values and ethics.
- Address vulnerabilities related to the organization's ethical environment.

Demonstrate how the organization's values and ethics plan will support the implementation of the *Values and Ethics Code for the Public Sector*, your organization's Code of Conduct, and, if applicable, the *Policy on Conflict of Interest and Post-Employment*.

**Line of Evidence 1.2 – Leadership (35%)**

Leaders are engaged in the development of the Values and Ethics plan.

*Measures:*

On the basis of the 2011 Public Service Employee Survey results and other results identified in MAF 2011-12, demonstrate how the organization's values and ethics plan will serve to address identified issues, sustain performance and/or achieve progress in how leaders promote and visibly support values and ethics within the organization.

Demonstrate how the organization's leaders have been involved in the development of the values and ethics plan.

**Line of Evidence 1.3 – Governance (35%)**

The organization's infrastructure supports the implementation of the Values and Ethics plan.

*Measures:*

On the basis of the 2011 Public Service Employee Survey results and other results identified in MAF 2011-12, demonstrate how the organization's infrastructure supports the implementation of the portion of the values and ethics plan that addresses areas of identified weakness in the organization's values and ethics governance.

Demonstrate how the organization's values and ethics plan will serve to support the implementation of the renewed Treasury Board *Policy on Harassment Prevention and Resolution* and the new *Directive on the Harassment Complaint Process*.

**2011-2012**

## **Area of Management 1: Values and Ethics**

### **Line of Evidence 1.1 – Culture (30%)**

The organization reflects and supports public service values and ethics.

*Measures:*

Questions from the 2011 Public Service Employee Survey:

- Overall, my department/agency treats me with respect.
- My department/agency works hard to create a workplace that prevents harassment.
- I feel I can initiate a formal recourse process (grievance, complaint, appeal, etc.) without fear of reprisal.
- Discussions about values and ethics occur in my workplace.

Evidence to demonstrate how the organization is developing a culture based on values and ethics.

Evidence to demonstrate how managers and employees are applying values and ethics principles in their daily work.

### **Line of Evidence 1.2 – Leadership (40%)**

Leaders visibly demonstrate promotion and support of values and ethics.

*Measures:*

Questions from the 2011 Public Service Employee Survey:

- Senior managers in my organization lead by example in ethical behaviour.

Evidence that leaders visibly demonstrate promotion, support and commitment to values and ethics within the organization.

Evidence that leaders demonstrate and communicate expected ethical behaviours and consequences of non-compliance to employees and stakeholders.

### **Line of Evidence 1.3 – Governance (30%)**

The organization supports a values and ethics framework/infrastructure.

*Measures:*

Questions from the 2011 Public Service Employee Survey:

- I am satisfied with the way in which informal complaints on workplace issues are resolved in my work unit.
- If I am faced with an ethical dilemma or a conflict between values in the workplace, I know where I can go for help in resolving the situation.
- I am satisfied in the way in which my department or agency responds to matters related to harassment and discrimination.
- I am satisfied in the way in which my work unit responds to matters related to harassment and discrimination.

Evidence of the results achieved following the implementation of the organization's values and ethics plans, activities and commitments

**2010-2011**

## **Area of Management 1: Values and Ethics**

**Area of Management 1 measures the extent to which organizational culture and leadership are based on Values and Ethics.**

In an organizational culture founded on V&E, people are treated with respect, leaders lead by example and employees feel comfortable providing impartial advice needed for decision-making.

### **Lines of Evidence (LoEs)**

1.1 The organisation demonstrates a culture of mutual respect, integrity and professionalism.

- For example: Activities leading to the development, implementation, and communication of an organizational code of conduct.

1.2 Leaders demonstrate and promote V&E behaviours.

- For example: Senior management develops and implements a comprehensive V&E strategy/plan and communicates it to the organization.

1.3 The organization practices continuous improvement in the area of V&E.

- For example: The organization seeks to identify common V&E issues across the public service or other jurisdictions and tailors solutions to its organizational needs.

### **Key Changes from Round VII to Round VIII:**

A triennial approach has been introduced - Public Service Employee Survey (PSES) results will be used every 3 years; qualitative and process-based measures will be used the 2 years in between.

Evidence was requested on risk assessment/mitigation of ethical breaches, infrastructure in place, integration of V&E principles into the organization, dialogue on V&E and the development of organizational V&E codes.

New line of evidence on continuous improvement introduced (1.3 above).