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GOVERNMENT OF NEW BRUNSWICK

**NEW BRUNSWICK PUBLIC SERVICE VALUES AND  
CONDUCT GUIDE**

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## INTRODUCTION

This statement on *Public Service Values* reconfirms and builds on the proud history of New Brunswick's professional public service. It affirms the fundamental values to which public servants are committed.

New Brunswick's public servants act in the public interest. They commit to the highest ideals of public service and take pride in their work. They strive to ensure that citizens have trust and confidence in government. By advising the government of the day, managing programs, and serving citizens, public servants play a vital role in sustaining the province's democratic institutions and fostering economic prosperity and social wellbeing. In their pursuit of the public interest, public servants develop and implement public policy within a framework of public service values.

These values are enduring beliefs that influence public servants' attitudes and actions. They define what the public service stands for and what it wants to be. New Brunswick's public servants believe that the following fundamental values are central to their relationships with elected officials, the public and other publicservants.

### **INTEGRITY**

Public servants act honestly, fairly and openly; they honour their commitments; and they do not use public office for private or personal gain.

### **RESPECT**

Public servants treat one another and all citizens with respect by ensuring fairness, upholding the merit principle, supporting diversity, valuing workplace safety and wellness, and ensuring that the workplace is free from discrimination and harassment.

### **IMPARTIALITY**

Public servants act objectively, professionally and lawfully, and with respect for the authority of the government of the day.

### **SERVICE**

Public servants provide service to the public that is timely, competent, fair, efficient and effective.

### **COMPETENCE**

Public servants strengthen their own capabilities and foster the professional development of other public servants so as to serve well the government of the day and the public.

## CONDUCT GUIDE FOR THE NEW BRUNSWICK PUBLIC SERVICE

This *Conduct Guide* complements New Brunswick's *Public Service Values*. The *Values* provide the foundation on which the more specific advice contained in this *Guide* is based. The *Guide* sets out the standards for a high level of public service conduct that will enhance trust and confidence in government. The appendix to the *Guide* contains references to the website, statutes and other official documents related to the material in the *Values* and the *Guide*.

### INTEGRITY

Public servants act honestly, fairly and openly; they honour their commitments; and they do not use public office for private or personal gain.

- Public servants act in a manner that will bear the closest public scrutiny, an obligation that is not fully discharged by simply acting within the law.
- Public servants honestly and faithfully fulfill their official duties and uphold both the letter and the spirit of the law.
- Public servants do not, without due authority, disclose or make known any matter that comes to their knowledge by virtue of their public service employment.
- Public servants do not engage in any business or transaction of a financial or personal nature that would compromise the fair and honest discharge of their official duties.
- Public servants disclose any real or apparent conflicts between their personal or private interests and their official duties.
- Public servants resolve any such conflicts in favour of the public interest.
- Public servants support the disclosure of significant and serious matters, in or relating to the public service, that are potentially unlawful, dangerous to the public or injurious to the public interest and to protect persons who make such disclosures in good faith.<sup>1</sup>

### RESPECT

Public servants treat one another and all citizens with respect by ensuring fairness, upholding the merit principle, supporting diversity, valuing workplace safety and wellness, and ensuring that the workplace is free from discrimination and harassment.

- Public servants' dealings with colleagues and citizens are fair, equitable, impartial, consistent and transparent.
- Public servants are appointed on the basis of merit, not political affiliation or political contributions.
- Public servants are appointed on the basis of merit, not personal friendships or other forms of favouritism.
- Public servants value communication, openness and consultation.
- Public servants value diversity within the public service and within the communities they serve, including respect for New Brunswick's two official languages.
- Public servants value a workplace that is free from harassment and discrimination.
- Public servants value workplace safety and wellness, including an appropriate work-life balance.

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<sup>1</sup>The wording of this provision is taken largely from section 2 of the *New Brunswick Public Interest Disclosure Act*. Section 3 of the *Act* spells out the kinds of wrongdoings to which the *Act* applies.

## **IMPARTIALITY**

Public servants act objectively, professionally and lawfully and with respect for the authority of the government of the day.

- Public servants are accountable for their actions within the framework of individual and collective ministerial responsibility and of the law.
- Public servants are impartial in the exercise of their powers in the development and implementation of public policy.
- Public servants provide the government with frank and honest advice on policy development and implementation, regardless of their personal political views.
- Public servants do not engage in activities that impair, or seem to impair, their impartiality or the impartiality of the public service.
- Public servants ensure that any public comment on government policy is compatible with the need to maintain a politically impartial public service and is appropriate to the position they hold.

## **SERVICE**

Public servants provide service to the public that is timely, competent, fair, efficient and effective.

- Public servants are sensitive and responsive to the needs, wishes and rights of the public while respecting the legal and constitutional framework within which service to the public is provided.
- Public servants provide as much information as possible to the public, within the framework of the law and respect for confidentiality and personal privacy.
- Public servants ensure that citizens receive an equitable level of service through the major service delivery channels, regardless of social, demographic, geographic or technological circumstances.
- Public servants promote citizen-centred service by collaborating across departmental and governmental boundaries and with the private and not-for-profit sectors.

## COMPETENCE

Public servants strengthen their own capabilities and foster the professional development of other public servants so as to serve well the government of the day and the public.

- Public servants strive for excellence and work to the best of their abilities, with pride, skill and dedication.
- Public servants provide the government of the day and individual ministers with high quality and timely advice.
- Public servants are committed to continuous learning and innovation.
- Public servants not only improve their own knowledge and skills but also encourage and assist others to do the same.
- Public servants are creative and adopt good practices, within a framework of accountability and the law.
- Public servants use public money and other public resources efficiently, effectively and ethically.

## APPENDIX TO CONDUCT GUIDE

Website and Official Documents Related to the *Public Service Values* and the *Conduct Guide*.

### WEBSITE

Information and guidance on the values and ethics framework of the New Brunswick public service is available at <http://intranet.gnb.ca/intranet/index.htm> (only accessible to public service employees).

### NEW BRUNSWICK STATUTES

*Civil Service Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/C-5.1//>

*Conflict of Interest Act and Regulation*

<http://laws.gnb.ca/en/ShowTdm/cs/2011-c.129//>

*Financial Administration Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/2011-c.160//>

*Human Rights Act*

<http://laws.gnb.ca/en/ShowTdm/cs/2011-c.171//>

*Occupational Health and Safety Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/O-0.2//>

*Official Languages Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/O-0.5//>

*Ombud Act*

<http://laws.gnb.ca/en/ShowTdm/cs/O-5//>

*Public Interest Disclosure Act and Regulation*

<http://laws.gnb.ca/en/ShowTdm/cs/2012-c.112//>

*Procurement Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/2012-c.20//>

*Public Service Labour Relations Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/P-25//>

*Right to Information and Protection of Privacy Act and Regulations*

<http://laws.gnb.ca/en/ShowTdm/cs/R-10.6//>

### POLICIES AND GUIDELINES

*Conflict of Interest Policy, number AD-2915*

<http://intranet.gnb.ca/intellinet/adminman/adminman/2915-e.pdf>

*Email Policy, number AD-7109*

<http://intranet.gnb.ca/intellinet/adminman/adminman/7109-e.pdf>

*Employee and Family Assistance Program Policy, number AD-2903*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2903-e.pdf>

*Government Information Technology Systems Security Policy, number AD-7107*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/7107-e.pdf>

*Guidelines for Managing Human Resources Records Containing Personal Information, August 19, 2008*  
[http://intranet/intellinet/sdhp/policies/Guidelines\\_Managing\\_HR\\_Records-e.pdf](http://intranet/intellinet/sdhp/policies/Guidelines_Managing_HR_Records-e.pdf)

*Internet Access, Use and Posting Policy, number AD 7108*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/7108-e.pdf>

*Inventory Management Policy, number AD-6602*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/6602-e.asp>

*Language of Service Policy and Guidelines, number AD 2919*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2919-e.pdf>

*Language of Work Policy and Guidelines, number AD-2920*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2920-e.pdf>

*Loss of Tangible Public Assets Policy, number AD 6604*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/6604-e.asp>

*Occupational Health and Safety Policy, number AD-2701*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2701-e.asp>

*Personal Liability Protection Policy, number AD-3108*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/3108-e.pdf>

*Political Activity of Public Servants Policy, number AD-2912*  
<http://intranet/intellinet/adminman/adminman/2912-e.pdf>

*Release of Information Policy, number AD-2905*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2905-e.pdf>

*Safeguarding Moveable Capital Assets Policy, number AD-6606*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/6606-e.asp>

*Staffing Policy Manual, number AD-4100*  
[http://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/other/staffing\\_policy\\_manual.pdf](http://www2.gnb.ca/content/dam/gnb/Departments/ohr-brh/pdf/other/staffing_policy_manual.pdf)

*Use of Voice Mail, number AD-1607*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/1607-e.asp>

*Respectful Workplace, number AD-2913*  
<http://intranet.gnb.ca/intellinet/adminman/adminman/2913-e.pdf>