

NPF VALUES AND ETHICS POLICY

Canadian Forces Morale and Welfare Services

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APPLICATION

This policy applies to all Staff of the Non-Public Funds, Canadian Forces (NPF), hereinafter referred to as “employees”, who are employed in supporting Morale and Welfare activities, whether operating within the Public or the Non-Public Property framework.

As a Separate Employer under Schedule V of the FAA, employees are also subject to the [Values and Ethics Code for the Public Sector](#)¹. Within that Code, it is stated that employees must act in Canada’s well-being and the enduring strength of the Canadian democracy and uphold the public interest; as well as act in a professional and non-partisan way to uphold the integrity of our democracy.

This Values and Ethics Policy is consistent with the Values and Ethics Code for the Public Service, established by Treasury Board, and fulfills the requirement of section 5 of the [Public Servants Disclosure Protection Act](#) (PSDPA).

Acceptance of these values and adherence to ethical behaviour is a condition of employment for every employee at every level of the organization. A breach of these values may result in disciplinary measures being taken, up to and including termination of employment.

APPROVAL AUTHORITY

This Policy is issued under the authority of the Chief Executive Officer (CEO), NPF.

ENQUIRIES

Enquiries should be directed to the Associate Director, Conflict Management, Values and Ethics at CCRE-CRCE@CFMWS.com. Frequently Asked Questions (FAQs) are available on the CFMWS Intranet Site.

¹ The *Values and Ethics Code for the Public Sector* came into force on April 2, 2012.

POLICY PURPOSE

The purpose of this Policy is to identify an ethical framework with fundamental values and principles to guide, promote and evaluate ethical conduct.

ORGANIZATIONAL VALUES

Our values demonstrate our commitment to upholding the highest ethical standards in support of one another, the Canadian Armed Forces members, veterans, and their families. Those fundamental values are:

- We put our people first – **we CARE** for all of our members, our community and one another.
- We act with **INTEGRITY** and strive to do the right thing – we say what we mean and do what we say.
- We are **one TEAM** – we have each other's back and get it done together for our members.
- We constantly look for new ideas and find **CREATIVE** ways to provide our members with the best possible experience.

AVENUES FOR RESOLUTION

When situations or issues arise that do not clearly fall under this Policy, employees are encouraged to discuss and resolve these matters with their immediate Supervisor. They may also seek advice and support from other sources within the organization or contact the Centre for Conflict Resolution and Ethics (1-800-506-6679).

Employees, at all levels, are expected to resolve issues in a fair and respectful manner and firstly consider informal processes such as dialogue or mediation.

If an employee is unable to resolve the issue through informal processes, they may raise their concerns formally to someone within Senior Management who will be responsible for resolving the matter.

The Centre for Conflict Resolution and Ethics can provide advice and support, as appropriate.

Disclosures of Wrongdoing

The Public Servants Disclosure Protection Act (PSDPA) protects employees who choose to disclose a serious wrongdoing. Should an employee believe that someone has not acted in accordance with this Policy or Code and would prefer to disclose a wrongdoing under the Act or obtain advice concerning the PSDPA, they may contact the Centre for Conflict Resolution and Ethics.

RESPONSIBILITIES

Implementation of this Policy is a fundamental requirement for all employees in the performance of their duties.

Table 1: Assigned roles and responsibilities

CEO	has the overall responsibility to foster a positive culture of values and ethics in the organization. The CEO must ensure the effective implementation of the this Policy and the NPF Values and Ethics Action Plan by regularly monitoring and evaluating how well the Policy and Plan are being applied across the organization.
Division Heads	are expected to lead by example and are accountable for ensuring that managers put the Policy into practice and that sufficient steps are taken to ensure that adherence to Policy is both encouraged and enforced at all levels. Division Heads are also accountable for implementing the NPF Values and Ethics Plan in each of their Divisions.
Managers	are responsible for implementing the Policy and putting values and ethics into practice in the workplace. They are accountable for both the ethical successes and failures of their units. Managers are expected to exemplify the values, create a healthy ethical culture that is free from reprisal, and actively include values and ethical principles in their decision-making.
Employees	are expected to abide by the Policy and demonstrate the organization's values and ethical principles in their day-to-day actions and behaviours. Employees who are aware of or witness a breach of this Policy shall notify their immediate Supervisor, Manager, or Division Head.
Associate Director, Conflict Management, Values and Ethics	is responsible for providing information, training, advice and guidance to all employees at all levels regarding this Policy, the NPF Values and Ethics Action Plan, and disclosures under the PSPDA.

Monitoring and Reporting

The Centre for Conflict Resolution and Ethics is responsible for monitoring and reporting on the effectiveness of the CFMWS Values and Ethics Policy. Additionally, the Treasury Board Secretariat publishes results of Disclosures submitted to the Internal Disclosure Office (IDO) annually.

REFERENCES

Values and Ethics Code for the Public Sector
Public Servants Disclosure Protection Act (PSDPA)
Canadian Human Rights Act
Privacy Act