



Where ideas work

Standards of Conduct



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This policy statement applies to all persons and organizations covered by the Public Service Act. The policy statement supports the core policy objective that "public service employees exhibit the highest standards of conduct."

Employees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the BC Public Service into disrepute. The honesty and integrity of the BC Public Service demands the impartiality of employees in the conduct of their duties.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

Loyalty

Public service employees have a duty of loyalty to the government as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the Oath of Employment requires BC Public Service employees to serve the government of the day to the best of their ability.

Confidentiality

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of government and continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. (See the Conflicts of Interest section of this policy statement for details.)

Public Comments

BC Public Service employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding ministry policies. BC Public Service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Political Activity

BC Public Service employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use government facilities, equipment, or resources in support of these activities.

Partisan politics are not to be introduced into the workplace; however, informal private discussions among co-workers are acceptable.

Service to the Public

BC Public Service employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

Workplace Behaviour

Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of BC Public Service employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the BC Public Service will not be tolerated.

All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations.

Conflicts of Interest

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities; or
 - the trust that the public places in the BC Public Service.

While the government recognizes the right of BC Public Service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their BC Public Service duties. Upon appointment to the BC Public Service, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising. Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor, manager, or ethics advisor. Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses government property or equipment or the employee's position, office, or government affiliation to pursue personal interests or the interests of another organization;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);

- An employee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment in the BC Public Service, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions; or
 - the normal exchange of gifts between friends; or
- An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- The benefit is of nominal value;
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

Allegations of Wrongdoing

Employees have a duty to report any situation relevant to the BC Public Service that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act). Employees will not be subject to discipline or reprisal for bringing forward to a Deputy Minister, in good faith, allegations of wrongdoing in accordance with this policy statement.

Employees must report their allegations or concerns as follows:

- Members of the BCGEU must report in accordance with Article 32.13;
- PEA members must report in accordance with Article 36.12; or
- Other employees must report in writing to their Deputy Minister or other executive member of the ministry, who will acknowledge receipt of the submission and have the matter reviewed and responded to in writing within 30 days of receiving the employee's submission. Where an allegation involves a Deputy Minister, the employee must forward the allegation to the Deputy Minister to the Premier.

These reporting requirements are in addition to an employee's obligation to report to the Comptroller General as outlined in Section 33.2 of the Financial Administration Act.

Where an employee believes that the matter requires a resolution and it has not been reasonably resolved by the ministry, the employee may then refer the allegation to the appropriate authority.

If the employee decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police;
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment.

Legal Proceedings

Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch, Ministry of Attorney General. In the case of affidavits required for use in arbitrations or other proceedings related to employee relations, the Labour Relations Branch of the BC Public Service Agency will obtain any necessary approvals. Employees are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Legal Services branch.

Working Relationships

Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input, or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.

The above restriction on working relationships may be waived provided that the Deputy Minister is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

Human Resource Decisions

Employees are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

For example, employees are not to participate in staffing actions involving direct relatives or persons living in the same household.

Outside Remunerative and Volunteer Work

Employees may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as a BC Public Service employee;
- bring the government into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent government opinion or policy;
- involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
- gain an advantage that is derived from their employment with the BC Public Service.

Employees who are appointed as directors or officers of Crown corporations are not to receive any additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

Responsibilities

Agency Head

- Provide timely advice to managers and designated contacts respecting the application of this policy statement including guidance on an appropriate employer response to transgressions of the policy statement; and
- Coordinate the development of awareness, training, and communication programs in support of this policy statement.

Deputy Ministers

- Advise employees of the required standards of conduct and the consequences of non-compliance;
- Designate a ministry contact for matters related to standards of conduct;
- Promote a work environment that is free of discrimination;
- Deal with breaches of this policy statement in a timely manner, taking the appropriate action based upon the facts and circumstances;

- Waive the provision on working relationships under the circumstances indicated; and
- Delegate authority and responsibility, where applicable, to apply this policy statement within their organization.

Line Managers

- Advise staff on standards of conduct issues;
- Engage the ministry-designated contact as may be appropriate in the circumstances; and
- Contribute to a work environment that is free of discrimination.

Employees

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;
- Disclose and resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behavior;
- Avoid engaging in discriminatory conduct or comment; and
- Check with their supervisor or manager when they are uncertain about any aspect of this policy statement.

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Standards of Conduct
Ministry of Justice
Justice Services Branch

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Employees

This document outlines standards of conduct for employees of the Justice Services Branch, Ministry of Justice. These standards satisfy the expectations of employees and management for a code of professional behaviour that is common to all Justice Services Branch employees. For the Justice Services Branch to provide safe, reliable and consistent service, it is important that employees understand and uphold these standards.

The published "Standards of Conduct for Public Service Employees" are incorporated throughout the document. Justice Services Branch employees are entrusted with confidential information related to clients and matters before the Courts. To comply with these responsibilities, Justice Services Branch employees adhere to special standards of on and off-duty conduct beyond those expected of regular government employees. These special standards are set out in bold [green] text.

In addition to the standards in this document, Justice Services Branch employees are expected to be familiar with information relevant to their responsibilities as documented in the: "Family Justice Services Manual of Operations"; "Management Services Policy Manual"; and "Master and Component Agreements".

Further, Justice Services Branch employees who are members of a professional organization must adhere to the code of conduct set by that professional organization. Therefore, Legal Counsel must abide by the "Canons of Legal Ethics" contained in the Professional Conduct Handbook of the Law Society of BC and Family Justice Counsellors must abide by the "Code of Professional Conduct" established by Family Mediation Canada.

General Standards of Conduct

Justice Services Branch Standards:

Our standing as employees within the justice system requires that we maintain principled and honest relationships in our dealings with colleagues in Justice Services, the courts, the legal profession, police, judiciary, and other agencies, as well as with clients and former clients of the Justice Services Branch.

We conduct our responsibilities according to relevant legislation, directives from the Assistant Deputy Minister and other directives related to our official responsibilities.

We recognize our obligation as Justice Services Branch employees to immediately report to the local manager or immediate supervisor any breach of rules and guidelines established to ensure the safety of clients, employees and the public.

We understand that unprofessional behaviour not specified in the Standards of Conduct for Justice Services Branch employees does not mean immunity from discipline.

Public Service Standards:

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal. Employees should contact their Ministry's Consultant at the Public Service Agency for advice and assistance on the interpretation or application of this policy directive.

Loyalty

Public Services Standards:

Public service employees have a duty of loyalty to the government as their employer. The duty of loyalty, committed to in the Oath of Employment, requires public service employees, irrespective of political preferences or affiliations, to serve the government of the day to the best of their ability.

The honesty and integrity of the public service demands that the impartiality of employees in the conduct of their duties be above suspicion. Employees' conduct should instil confidence and trust and must not bring the public service into disrepute.

Confidentiality

Justice Services Branch Standards:

We are in a position of trust and recognize our responsibility to protect the privacy of clients, former clients and others who have provided confidential information by:

- Using information we collect only for intended and authorized purposes;
- Informing them of the reasons for collecting personal information;
- Allowing them to correct, within reason, any material they believe to be incorrect or incomplete;
- Using a secure method to dispose of information about clients.

Public Service Standards:

Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information extends to disclosure made inside and outside of government and continues to apply after the employment relationship ceases.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. See the Conflicts of Interest section of this policy directive for details.

Public Comments

Public Service Standards:

Public service employees are free to comment on public issues but must exercise caution to ensure that by doing so they do not jeopardize the perception of impartiality in the performance of their duties. For this reason, care should be taken in making comments or entering into public debate regarding their ministry's policies. Public service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Political Activity

Public Service Standards:

Public service employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use government facilities, equipment or resources in support of these activities.

Partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussion among co-workers.

Service to the Public

Public Service Standards:

Public service employees must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective. Employees must be sensitive and responsible to the changing needs, expectations and rights of a diverse public while respecting the legislative framework within which service to the public is provided.

Workplace Behaviour

Justice Services Branch Standards:

Our behaviour, on and off duty, must instil confidence and trust and should reflect positively on the Justice Services Branch and the public service. At work, we conduct ourselves in a manner that promotes a professional image through our words and actions. Our dress and appearance while at work must reflect our professionalism while complying with any policies.

We do not report for duty while under the influence of alcohol or drugs, nor with the odour of alcohol present. We understand that the abuse of alcohol or use of any illegal substances during off-duty hours may compromise our professional credibility and the reputation of the Justice Services Branch.

It is understood that supervisors will take prompt action when they become aware of discrimination, harassment or disrespectful treatment of any staff member by other employees.

We shall use government cellular telephones or other communication devices only as authorized, and do not use abusive or profane language during transmission. We use government electronic mail and office equipment according to Ministry and government policies.

Public Service Standards:

The conduct and language of public service employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. An employee's conduct must not compromise the integrity of the public service.

All public service employees have the right to expect, and the responsibility to create, a workplace where all employees are safe.

Violence in the workplace is unacceptable and will not be tolerated. Violence includes any attempted or actual exercise by any person, including another worker, of any physical force so as to cause injury to a worker and includes any express threat of violence. Employees must report any incident of violence directed toward themselves or their co-workers. Any employee hearing a threat, including a threat to a co-worker, must report that threat if he or she has reasonable cause to believe that the threat is serious. Any incident or threat of violence in the workplace must be addressed immediately.

Employees are to treat each other in the workplace with respect and dignity and must not engage in discrimination or harassment based on any of the prohibited grounds covered by the "Human Rights Code". The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment. Employees and supervisors should refer to Personnel Management Policy Directive 3.1, Human Rights in the Workplace - Discrimination and Harassment, for additional information on appropriate workplace behaviour.

Conflicts of Interest / Professional Conduct with Clients or Former Clients

Justice Services Branch Standards:

We use authority to promote honesty, fairness and trust.

We do not allow off duty activities and conduct to interfere with our work obligations as employees of the Justice Services Branch.

We immediately advise our supervisors if we are arrested or charged with a Criminal Code or Controlled Drug and Substances Act offence.

If employed in a capacity that requires us to maintain a valid driver's licence, we immediately advise our supervisors if our driving privileges are suspended.

To protect the Branch and ourselves, we will be cautious about relationships or associations with clients, former clients and other individuals who may seek information or influence over our decisions.

NOTE: For the purposes of this section, the following definitions apply:

For the staff of a family justice centre or a justice access centre, a "client" is defined as a person who is part of a service offered by Family Justice Services Division (FJSD) in a centre and a "former client" is defined as a person who was part of a service offered by FJSD in a centre.

For staff of Maintenance Enforcement & Locate Services, "individuals who may seek information or influence" may include payors and recipients of the Family Maintenance Enforcement Program, individuals who either request or are the subject of searches, and applicants for interjurisdictional support services.

1. To safeguard our families and ourselves, we avoid circumstances where our relationships with clients, former clients and other individuals might result in the possibility or the perception of becoming:
 - Subject to a conflict of interest;
 - Subject to blackmail or bribery;
 - Vulnerable to exploitation;
 - Implicated in the commission of an offense.
2. To safeguard the Justice Services Branch we do not engage in personal relationships with clients, former clients and other individuals that might compromise:
 - Our integrity or effectiveness as Justice Services Branch employees;
 - The safety and security of co-workers and Justice Services Branch employees;
 - The reputation of the Justice Services Branch.
3. We understand that certain relationships or associations with clients or former clients may be appropriate or inevitable for employees of the Justice Services Branch. Examples include but may not be limited to the following circumstances:

- Incidental or unplanned contacts;
 - While engaged in volunteer work, church groups or school functions;
 - With members of our family involved in a family justice case;
 - As part of our regular job responsibilities or as authorized by management.
4. We understand that certain relationships or associations with clients, former clients and other individuals who may seek information or influence over our decisions are inappropriate for employees of the Justice Services Branch. We also understand that our on and off-duty conduct will be subject to disciplinary review by the Justice Services Branch if we engage in the following activities with a client or former client:
- Financial agreements, personal or business transactions that result in a perceived or real conflict of interest;
 - Sharing accommodations;
 - Sexual relations;
 - Using a client's services or contacts for personal gain;
 - Concealing or failing to report a client's illegal activities;
 - Receiving or giving gifts, gratuities, benefits or favours.
5. We have a duty to report to our supervisor, in writing, a relationship or association, past or present with a client, former client or other individual who may seek information or influence over our decision making that may be subject to a Justice Services Branch review, as noted in section (5) above.
6. When we require clarification or direction to protect the Justice Services Branch and ourselves from relationships or associations with clients and former clients, we will discuss the matter with our supervisor.
7. Supervisors and managers are required to advise their immediate supervisor if they believe an unprofessional relationship exists or appears to be developing between a Justice Services Branch employee and a client, former client or people who may have an association with these clients or other individual who may seek information or influence over our decision making.

Public Services Standards:

A conflict of interest occurs when an employee's private affairs or financial interest are in conflict, or could result in a perception or conflict, with the employee's duties or responsibilities in such a way that:

- The employee's ability to act in the public interest could be impaired or;
- The employee's actions or conduct could undermine or compromise:
 - The public's confidence in the employee's ability to discharge work responsibilities;
 - or
 - The trust that the public places in the public service.

While the government recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their public service duties. Upon appointment to the public service, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Employees with questions regarding interpretation of the policy may discuss them with the designated ministry contact. Employees who find themselves in an actual, perceived or potential conflict of interest must disclose the matter to the designated ministry contact, their supervisor or manager. Employees who fail to disclose may be subject to disciplinary action up to and including dismissal.

Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses government property or the employee's position, office or government affiliation to pursue personal interests;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- An employee benefits from a government transaction over which the employee can influence decisions (for example investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- An employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefits that arises out of their employment in the public service, other than:
 - The exchange of hospitality between persons doing business together;
 - Tokens exchanged as part of protocol;
 - The normal presentation of gifts to persons participating in public functions; or
 - The normal exchange of gifts between friends.
 - An employee solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.

Allegations of Wrongdoing

Public Service Standards:

Employees have a duty to report any situation that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the "Freedom of Information and Protection of Privacy Act"). Employees will not be subject to discipline or reprisal for bringing forward to a deputy minister, in good faith, allegations of wrongdoing in accordance with this policy directive.

Employees must report their allegations or concerns as follows:

- Members of the BCGEU must report in accordance with Article 32.13 of the Sixteenth Master Agreement;
- PEA members must report in accordance with Article 36.12 of the Thirteenth PEA Master and Subsidiary Agreements.

Other employees must report, in writing, to their deputy minister who will acknowledge receipt of the submission, investigate the matter and respond in writing within 30 days after receiving the employees' submission. When an allegation involves the Deputy Minister, the employee must forward the allegation to the Deputy Minister to the Premier.

Employees must report a safety hazard or unsafe condition, or act in accordance with the provisions of the Workers Compensation Board

Occupational Health and Safety Regulations

When an employee believes that the matter has not been resolved by the Deputy Minister, the employee may refer the allegation to the appropriate authority. If the employee decides to pursue the matter further then:

- Allegations of illegal activity must be referred to the police;
- Allegations of a misuse of public funds must be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment, Lands and Parks.

Legal Proceedings

Justice Services Branch Standards:

Legal Counsel employed by the Justice Services Branch are the ONLY employees allowed to provide legal advice. All other employees of the Justice Services Branch will not provide legal advice to our clients or members of the public, but will rather suggest that they discuss problems with the lawyer of their choice.

Public Service Standards:

Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings, unless the affidavit has been prepared by a lawyer acting for the government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch of the Ministry of Justice. In the case of affidavits required for use in arbitrations or other proceedings related to employee relations, the Labour Relations Branch, PSERC, will obtain necessary approvals. Employees are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is to be treated as subject to solicitor/ client privilege and is, therefore, confidential. Such an opinion is not to be released to persons outside the public service without prior written approval by the Legal Services Branch and/or the Criminal Justice Branch, Ministry of Justice.

Working Relations

Public Service Standards:

Employees who are direct relatives or who permanently reside together may not be employed in situations when:

- A reporting relationship exists when one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the employer's interest.

The above restriction on working relationships may be waived provided that the Deputy Minister is satisfied that sufficient safeguards are in place to ensure that the employer's interests are not compromised.

Personnel Decisions

Public Service Standards:

Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them. For example, employers are not to participate in staffing actions involving direct relatives or persons living in the same household.

Outside Remunerative and Volunteer Work

Public Service Standards:

Employees may engage in remunerative employment with another employer, carry on a business, receive remuneration from public funds for activities outside of their position, or engage in volunteer activities, provided it does not:

- Interfere with the performance of their duties as a public service employee;
- Bring the government into disrepute;
- Represent a conflict of interest or create the reasonable perception of a conflict of interest;
- Appear to be an official act or to represent government opinion or policy;
- Involve the unauthorized use of work time or government premises, services, equipment or supplies to which they have access by virtue of their public service employment; and
- Gain an advantage that is derived from their employment as a public service employee.

Employees who are appointed as directors or officers of Crown corporations are not to receive additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

Use of Government Resources and Employee Benefits

Justice Services Branch Standards:

We exercise care when responsible for government resources and property, and only use them when conducting duties that are authorized by management.

We do not use government vehicles without management approval for purposes other than direct government business, and we operate according to the rules of the road.

We acknowledge that involvement in stealing government property will result in an immediate discharge from our duties and privileges.

We also understand that the fraudulent use of an employee benefit will lead to disciplinary action up to and including dismissal.

Responsibilities

Public Service Standards:

Deputy Ministers are responsible for:

- Ensuring that the provisions of this policy directive are met;
- Ensuring that employees are advised of the required standards of conduct and understand the consequences of non-compliance;
- Designating a ministry contact for matters related to standards of conduct;
- Ensuring that all possible breaches of the policy directive are thoroughly investigated;
- Based on the results of an investigation, ensuring that appropriate action is taken;
- Ensuring that confidential information is handled with caution and discretion;
- Waiving the provision on working relationships under the circumstances indicated; and
- Delegating authority and responsibility, where applicable, to apply this policy directive within their organization.

Supervisors and managers are responsible for:

- Advising employees on standards of conduct issues;
- Ensuring that confidential information is handled with caution and discretion; and
- Assisting employees in the resolution of conflicts of interest.

Employees are responsible for:

- Fulfilling their assigned duties and responsibilities, objectively and loyally, regardless of the party or persons in power, and regardless of their personal opinions;
- Disclosing and resolving conflicts of interest situations in which they find themselves;
- Maintaining appropriate workplace behaviour; and
- Checking with their designated ministry contact, supervisor, manager or personnel advisor, when they are uncertain about any aspect of this policy directive, including:
 - The appropriateness of receiving outside remuneration;
 - Potential, perceived or actual conflicts of interest; and

- Releasing any information that may be confidential.

Legislative Authorities

Justice Services Branch

Criminal Code

Correction Act

Family Law Act

Family Maintenance Enforcement Act

Divorce Act

Public Service Act

Human Rights Code

Freedom of Information and Protection of Privacy Act

Workers Compensation Act

Occupational Health and Safety Regulations

Youth Criminal Justice Act

Family Orders and Agreements Enforcement Assistance Act

Other Authorities and References

Justice Services Branch

Family Justice Services Manual of Operations

Management Services Policy Manual

Directives

FJSD Service Delivery Standards, Maintenance Enforcement and Locate Services

Policy Manuals (Locate Services, Interjurisdictional Support Services, FMEP)

Public Service

- B.C. Government and Service Employees' Union Master and Component Agreements
- Terms of Employment for Excluded Managers
- Personnel Management Policy, Human Rights in the Workplace - Discrimination and Harassment.

Employees are encouraged to write to their supervisor or Director if they believe changes are needed to the "Standards of Conduct for Justice Services Branch Employees". Questions or concerns regarding particular situations should be brought to the attention of a supervisor or the Public Service Agency.

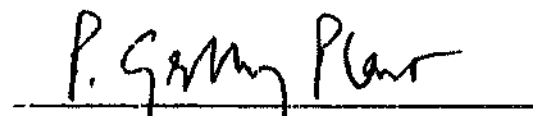
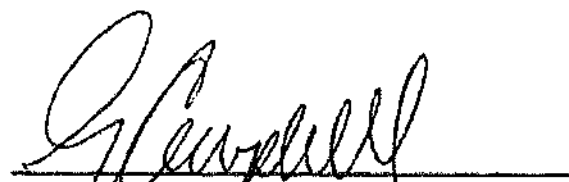
PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 852, Approved and Ordered SEP 25 2001


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the public service employee, Christopher Beresford, is designated as enforcement officer for the purposes of Part 7 of the Family Relations Act.


Attorney General and Minister
Responsible for Treaty
Negotiations
Presiding Member of the
Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Family Relations Act, section 98

Other (specify):


(2P 4033)

1048/2001/13.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

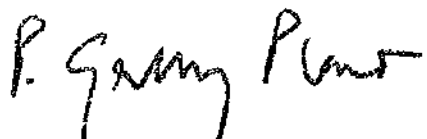

Order in Council-No. 0455 , Approved and Ordered MAY - 2 2003


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

on the recommendation of the Attorney General, Christopher Beresford is appointed Clerk of the Supreme Court of British Columbia for the purpose of the Bankruptcy and Insolvency Act (Canada).


Attorney General and Minister
Responsible for Treaty Negotiations
Presiding Member of the
Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Debtor Assistance Act - s.3

Other (specify): Bankruptcy and Insolvency Act (Canada) 544/2003/03

April 16, 2003 9:20:45 AM

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL



Order in Council No. **330**, Approved and Ordered **MAY 11 2006**


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

the public service employee, Ringo Karanbir Singh Dosanjh, is designated as an enforcement officer for the purposes of Part 7 of the Family Relations Act.


Attorney General and Minister
Responsible for Multiculturalism
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Family Relations Act* - s. 98

Other (specify):

April 12, 2006

349/2006/13

PROVINCE OF BRITISH COLUMBIA

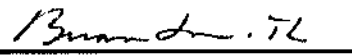
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 2047, Approved and Ordered NOV. 26. 1986


Lieutenant Governor

Executive Council Chambers, Victoria NOV. 26. 1986 x Res. 590/87, 2087/88

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the public service employees Sandra Edelman, Cindy Brar and Eric Davies are each designated as enforcement officer for the purposes of Part 4 of the Family Relations Act.


Attorney General


Presiding Member of the Executive Council

(This part is for the records of the Office of Legislative Counsel, and is not part of the Order.)

Authority under which Order is made:

Act and section:.....Family Relations Act, section 63.1.....

Other (specify):.....

Examined by:.....G.B. Macaulay.....
(Attorney General examiner)

October 28, 1986

20/88 /86/jb



PROVINCE OF BRITISH COLUMBIA

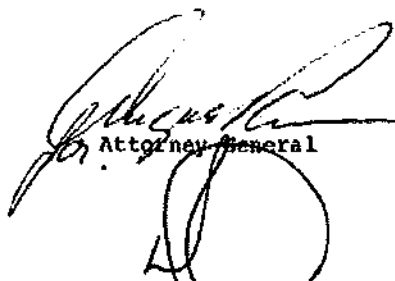
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

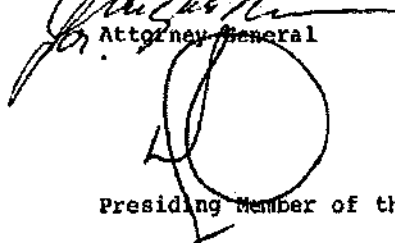
Order in Council No. **442**, Approved and Ordered **MAR 31, 1989**


Lieutenant Governor

Executive Council Chambers, Victoria **MAR 22, 1989**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the public service employee, Judith Ann Reykdal, is designated an enforcement officer for the purposes of Part 4 of the Family Relations Act for the period April 10, 1989 to October 6, 1989.


Attorney General


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Family Relations Act, section 63.1

Act and section:

Other (specify):

M20-2079
GPO 40331

456/89/13

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

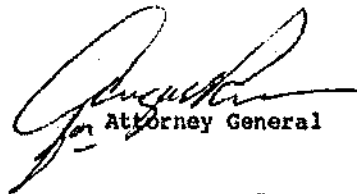
Order in Council No. 2087 , Approved and Ordered NOV. 17, 1988

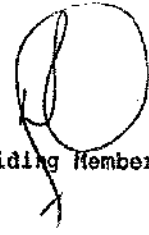

Lieutenant Governor

Executive Council Chambers, Victoria NOV. 16, 1988 Ro. 147/90

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (1) the public service employees, Louise Riley and Marjorie Hunter are designated as enforcement officers for the purposes of Part 4 of the Family Relations Act; and
- (2) the designations of Anthonius Heemskerk, Helen Miller, Cindy Brar and Rene Landucci are rescinded.


Attorney General


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Family Relations Act, section 63.1

Other (specify): oic 591/87, 913/88

M28-2079

(OP 4033)

2242/88/13

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

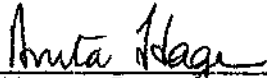
Order in Council No. **23** . Approved and Ordered JAN -9, 1992



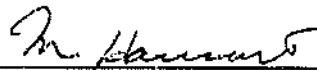
Lieutenant Governor

Executive Council Chambers, Victoria -8, JAN 1992

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the public service employee, Roy Dungey, is designated as an enforcement officer for the purposes of Part 4 of the Family Relations Act.



Attorney General



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section:

Family Relations Act, section 63.1

Other (specify):

Grade:

2051/91

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **1231**, Approved and Ordered **OCT. 12/1995**



Lieutenant Governor

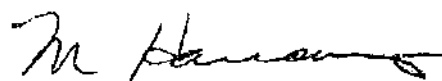
Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- a) the public service employee, Michael Edward Redding, is designated as an enforcement officer for the purposes of Part 4 of the Family Relations Act, and;
- b) the designation of Roy Dungey as an enforcement officer for the purposes of Part 4 of the Family Relations Act is rescinded.



Attorney General



Presiding Member of Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Family Relations Act, section 63.1

Act and section:

OIC 23/92 ✓

(Other (specify):

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1546/95/1
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PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

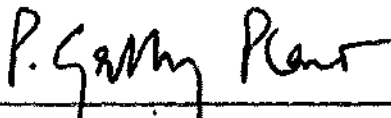
Order in Council No. **851**, Approved and Ordered **SEP 25 2001**


Lieutenant Governor

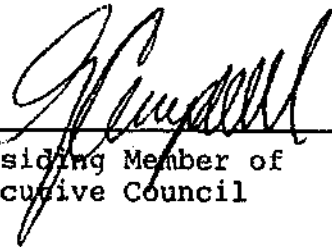
Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the designations as enforcement officers of the following be rescinded:

Michael Redding, made by Order in Council 1231/95
Susan Mintz, made by Order in Council 0545/96
Corinne Alexander, made by Order in Council 0657/98



Attorney General and Minister
Responsible for Treaty
Negotiations



Presiding Member of
Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: **Family Relations Act, section 98**

Other (specify):

(QP 4037)

1052-2001-13