

C-1

CIVIL SERVICE ACT

CIL 10-09-2016 C-1

ORIGINAL ENACTMENT IL 2005-07

Amended IL-2006-05

Amended IL-2015-04

**A LAW RESPECTING THE NUNATSIAVUT GOVERNMENT CIVIL SERVICE
AND EMPLOYMENT WITH THE NUNATSIAVUT GOVERNMENT**

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PART 1 GENERAL

Short Title

1

This Inuit Law may be cited as the *Civil Service Act*.

Definitions and Interpretation

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- (1) In this Act unless the context otherwise requires: (IL-2015-04)
- (a) "Agency" means a board, committee or other body, whether incorporated or unincorporated, all the members of which, or all the members of the management or board of directors of which, are appointed by the Nunatsiavut Government pursuant to the Labrador Inuit Land Claims Agreement or pursuant to an Inuit Law or by the Executive Council; (IL-2015-04)
 - (b) "Civil Service Code of Conduct" means the code of conduct for employees referred to in subsection 30(1) of this Act and attached as Schedule 2; (IL-2015-04)
 - (c) "Constitution" means the Labrador Inuit Constitution

- (d) "Demote" means to reduce the salary of an employee by transferring the employee to a position with a lower maximum salary or by reducing the salary of the employee's present position;
- (e) "Department" means an administrative unit of the Nunatsiavut Government which is staffed by employees pursuant to this Act and which reports directly to a Minister;
- (f) "Deputy Minister" means a senior Civil Servant, appointed by the Executive Council, who serves under a Minister as the deputy head or senior manager of a Department or Agency; (IL-2015-04)
- (g) "Director" means a senior manager within a Department who reports to the Deputy Minister; (IL-2015-04)
- (h) "Director of Human Resources" means the Employee appointed as the Director of Human Resources under section 7 and includes an Employee acting as the Director of Human Resources; (IL-2015-04)
- (i) "Employee" means a person employed by the Nunatsiavut Government in any division of the Nunatsiavut Civil Service;
- (j) "Executive Council" means the Nunatsiavut Executive Council under Chapter 5 of the Constitution; (IL-2015-04)
- (k) "Hiring Committee" means the Director of Human Resources or a hiring committee appointed by the Treasurer to subsection 11(3); (IL-2015-04)
- (l) "Minister" means the member of the Executive Council responsible for Human Resources; (IL-2015-04)
- (m) "Merit Principle" means the principle that merit governs the appointment of a person to, and advancement within, the civil service on the basis of qualifications, relative ability, knowledge and skills while having regard to measures and provisions established pursuant to section 14;
- (n) "Part-time" in relation to an employee, means employment for irregular hours of duty or for specific intermittent periods, or both, where the services of that employee may not be required for the whole of the normal work day, week, month or year;
- (o) "Promotion" means the appointment of an employee, as a result of a competition or a classification review, to a position having a higher maximum salary; (IL 2006-05)
- (p) "Regulations" means regulations made under this Act;
- (q) "Secondment" means the temporary transfer of an employee for a specified period of time to or from one position to another position;

- (r) "Transfer" means the reassignment of an employee to a position for which the maximum rate of pay does not exceed the maximum rate of pay for the position from which the employee is transferred; (IL 2006-05) and
- (s) "Treasurer" means the Treasurer of Nunatsiavut appointed by the President pursuant to subsection 5.1.1 (c) of the Constitution. (IL 2006-05)

- (2) A word or phrase that is used in this Act but which is not defined in this Act has the meaning ascribed to it in the Constitution or the *Nunatsiavut Government Organization (Transitional) Act*. (IL 2006-05)

Application of Act

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- (1) Unless provided to the contrary in this or another Act, this Act applies:
 - (a) to every position, appointment, and employment with the Nunatsiavut Government or with an Agency; and
 - (b) to every person appointed to or employed in an Agency or the Nunatsiavut Government.
- (2) This Act does not apply to any appointment made or to be made under the *Nunatsiavut Government Appointments Act*.

PART 2 ADMINISTRATIVE RESPONSIBILITIES FOR NUNATSIAVUT CIVIL SERVICE

Responsibilities of Executive Council

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- (1) All actions taken by the Executive Council or any Minister with respect to this Act and the regulations or the Nunatsiavut Civil Service shall be in accordance with Part 6.2.1 of the Constitution. (IL-2015-04)
- (2) The Executive Council must, each year, conduct a comprehensive review of all salaries and hourly wages before recommending approval of an annual financial plan for the Nunatsiavut Government for the next fiscal year to the Nunatsiavut Assembly under the *Nunatsiavut Financial Administration Act*.

Responsibilities of the Treasurer

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The Treasurer is responsible for the administration of this Act.

Annual Report of Treasurer

6

- (1) The Treasurer shall as soon as practicable after the end of each fiscal year, prepare a report on the Nunatsiavut Civil Service and the administration of the Nunatsiavut Civil Service during the fiscal year just ended.
- (2) The Treasurer shall cause the annual report under subsection (1) to be laid before the Assembly if then sitting or, if the Assembly is not then sitting, within fifteen days of the opening of the next ensuing session.

Director of Human Resources

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- (1) Subject to this Act, the Executive Council must appoint a Director of Human Resources. (IL-2015-04)
- (2) The Director of Human Resources shall be responsible to the Treasurer for personnel management in the Nunatsiavut Civil Service and shall assist the Treasurer in:
 - (a) promoting the achievement of a professional Nunatsiavut Civil Service in accordance with the principles set out in part 6.2 of the Constitution;
 - (b) providing the public with a service that is responsive and flexible to their needs; and
 - (c) fostering a constructive working relationship among the Nunatsiavut Government and its employees. (IL-2015-04)
- (3) The functions of the Director of Human Resources include providing advice, recommendations and assistance to the Treasurer with respect to the:
 - (a) administration of this Act and the regulations;
 - (b) development and implementation of personnel policies, standards, procedures and related matters for the Nunatsiavut Civil Service;
 - (c) standards and procedures respecting the advertising of vacancies;
 - (d) recruitment, selection and appointment of employees;
 - (e) terms and conditions of employment for employees;
 - (f) establishment and maintenance of a classification plan;
 - (g) administration of payroll savings, pension and benefits programs;
 - (h) strategic direction for Departments in human resource planning;

- (i) development and coordination of programs concerning employee training, education and career development;
 - (j) research and information respecting human resource management policies and procedures;
 - (k) development of policies for the improvement of the Nunatsiavut Civil Service including:
 - (i) the desirability and feasibility of establishing a public service commission or similar arrangement for the promotion of an independent and professional civil service for Nunatsiavut,
 - (ii) human resource planning, and
 - (iii) organizational development and design;
 - (l) development, establishment and maintenance of job evaluation and classification plans;
 - (m) development, establishment and maintenance of occupational health and safety programs;
 - (n) investigation and handling of grievances and any complaints of workplace harassment;
 - (o) development, establishment and maintenance of a personnel management information system;
 - (p) monitoring and auditing of all personnel functions;
 - (q) preparation of the annual report of the Minister with respect to the Nunatsiavut Civil Service; and
 - (r) such other functions as are assigned to the Director of Human Resources under or pursuant to this or another Act. (IL 2006-05) (IL-2015-04)
- (4) The Director of Human Resources must provide advice and assistance to all Departments and Agencies on human resource matters. (IL-2015-04)
- (5) For purposes of paragraph 3(f) the classification plan shall be designed:
- (a) as a basis for uniform treatment of employees performing the same kind or level of work; and
 - (b) to provide a systematic basis for organization and administration of the Nunatsiavut Civil Service.

Departments and Agencies to Assist Director

Deputy Ministers, other Directors and employees shall give the Director of Human Resources such access to their offices and such facilities, assistance and information as the Director of Human Resources may require for the performance of the Director of Human Resources' functions. (IL-2015-04)

PART 3 ORGANIZATION OF THE NUNATSIAVUT CIVIL SERVICE

Divisions of Nunatsiavut Civil Service

9

- (1) The Nunatsiavut Civil Service consists of:
 - (a) the management division,
 - (b) the employees division and
 - (c) the casual jobs division.
- (2) No person may be employed by the Nunatsiavut Government except by appointment in accordance with this Act to a position in one of the divisions set out in subsection (1).

Management Division

10

- (1) The management division is comprised of the positions of:
 - (a) the Secretary of the Executive Council and Deputy Ministers;
 - (b) the Clerk of the Assembly;
 - (c) Directors; and
 - (d) such other similar positions as the Executive Council may designate. (IL-2015-04)
- (2) Members of the Nunatsiavut Civil Service who are employed in the management division, other than the Clerk of the Nunatsiavut Assembly, are appointed by the Executive Council. (IL-2015-04)
- (3) Members of the Nunatsiavut Civil Service who are employed in the management division shall have such remuneration and benefits as the Executive Council may determine. (IL 2006-05)
- (4) The Secretary of the Executive Council and Deputy Ministers may be suspended, dismissed or demoted only by order of the Executive Council. (IL-2015-04)

- (5) A Deputy Minister has, subject to subsection (6), all powers of suspension, dismissal or Demotion with respect to all members of the Nunatsiavut Civil Service employed in the department for which the Deputy Minister is responsible.
- (6) A Deputy Minister must not exercise the powers under subsection (5) with respect to a member of the Nunatsiavut Civil Service who is employed in the management division without first consulting the Minister responsible for the department.

Employees Division

11

- (1) The employees division of the Nunatsiavut Civil Service is comprised of all full-time and part-time positions of employment with the Nunatsiavut Government and Agencies other than positions of employment in the management division and casual jobs division.
- (2) The employees division consists of:
 - (a) permanent employees;
 - (b) probationary employees; and
 - (c) provisional employees. (IL-2015-04)
- (3) Each appointment to a position in the employees division shall be made from a short list of candidates prepared by the Director of Human Resources following screening of all applicants or candidates for the position by the Director of Human Resources or by a hiring committee appointed by the Treasurer which must include the Director of Human Resources or a senior Employee in the human resources division designated by the Director of Human Resources as chair. (IL-2015-04)
- (4) An appointment to a position in the employees division shall be made by the Director of Human Resources or the senior Employee responsible for the Department or Agency in which the position will be held acting on the advice of the Hiring Committee. (IL-2015-04)

Casual Jobs Division

12

- (1) The casual jobs division consists of employees of the following descriptions holding positions with the Nunatsiavut Government that are not permanent:
 - (a) contract employees who are engaged by means of a contract authorized by a Minister or Deputy Minister for temporary employment for a fixed term;
 - (b) relief employees who are engaged to fill a position on a temporary basis as a replacement for an employee who is a regular incumbent;
 - (c) temporary employees who are engaged to perform specific duties because of a temporary increase in the work load;

(d) summer student employees who are employed in the period from May to September, who have been in full-time attendance as a student at an educational institution and who have affirmed, at the time of their appointment, that they will return to full-time attendance at an educational institution in the same year; and

(e) work-term student employees who are employed for a fixed term or terms set by the educational institution, professional body or training institution with which the student is enrolled for purposes of obtaining academic credit, professional qualifications or trade certification.

(2) A Deputy Minister may hire a relief employee who is considered capable of performing the required work for the period of time that the incumbent of the position is not available.

(3) A Deputy Minister may hire a contract employee, a temporary employee or student employee for a maximum period of six months and their employment must be terminated no later than the end of that period.

(4) Despite subsection (3), a Deputy Minister may, with the written consent of the Treasurer and the Controller hire a contract employee, a temporary employee or a student employee for a period not exceeding one year.

(5) Where an employee in the casual jobs division has received a satisfactory performance evaluation with respect to a seasonal job, if that job is available in a subsequent season or is subsequently made permanent, the former employee in the casual jobs division shall be offered the job before it is advertised. (IL 2006-05)

(6) A Deputy Minister may delegate a power under subsection (2) or (3) to a Director within the Deputy Minister's department if the delegation is made in writing. (IL 2006-05) (IL-2015-04)

New Positions and Transfers

13

(1) The Executive Council may authorize the creation of new positions in the management division and the employees division but all such positions must be created within existing appropriations. (IL-2015-04)

(2) The Executive Council may transfer positions in the management division and the employees division from one Department or Agency to another Department or Agency. (IL-2015-04)

(3) The Executive Council may abolish positions in the management division and the employees division. (IL-2015-04)

PART 4 PROCEDURES FOR MAKING APPOINTMENTS

Equal Opportunities

14

- (1) Measures must be taken to maximize Inuit employment at all levels within the Nunatsiavut Civil Service including, if necessary, the preferential appointment of qualified Inuit to positions.
- (2) Provision must be made for the hiring of Inuit women and Inuit with disabilities in accordance with employment equity principles and the Constitution.

Control of Salary Costs

15

- (1) No new appointment may be made in the management division without the written authorization of the Treasurer with respect to the salary and related costs to be incurred in relation to the appointment.
- (2) In respect of any Employee in the employees division or the casual jobs division:
 - (a) no payment of remuneration shall be made or started; and
 - (b) other than a negotiated increase approved by the Executive Council or an increment provided for in an appropriation, no increase in remuneration shall be granted, without the written authorization of the Controller.
- (3) No reduction shall be made of the rate of pay of any employee in the employees division without written order of the Executive Council. (IL-2015-04)

Promotions

16

- (1) No promotion may be made in the management division except upon written order of the Executive Council. (IL-2015-04)
- (2) No promotion may be made in the employees division or the casual jobs division except by the Minister upon recommendation of the Director of Human Resources. (IL-2015-04)
- (3) The Executive Council and Ministers must, having regard to measures established under section 14, make all promotions on the basis of the Merit Principle and the Director of Human Resources must make all recommendations for promotions on the basis of the Merit Principle having regard to measures established under section 14. (IL-2015-04)
- (4) The Director of Human Resources may conduct such examinations as the Director of Human Resources considers necessary for purposes of establishing lists of persons eligible for promotion within the employees division, but an examination shall not be conducted so as to elicit information concerning a prohibited ground of discrimination under the Constitution. (IL-2015-04)

Procedure to Fill Vacancies and New Positions in the Management Division

17

- (1) If a vacancy or new position in the management division becomes available the Executive Council must hold a competition to fill the position.
- (2) For purposes of subsection (1):
 - (a) the Executive Council may delegate some or all functions related to the appointment of a Deputy Minister, including the power to make an appointment, to a committee composed of Ministers and the Director of Human Resources provided the committee is chaired by a Minister. (IL 2015-04)
 - (b) the Executive Council may delegate some or all functions related to the appointment of a Director, including the power to make an appointment, to a committee composed of Deputy Ministers and the Director of Human Resources provided the committee is chaired by a Deputy Minister. (IL 2015-04)
- (3) An applicant for the position referred to in subsection (1) who is an Employee of the Nunatsiavut Government and who is qualified to fill the position shall be given preferential consideration.
- (4) Notice of a competition under subsection (1) must be:
 - (a) given at least two weeks in advance of the closing date of the competition;
 - (b) posted on notice boards in all Nunatsiavut Government offices in areas accessible to employees, and
 - (c) posted or advertised in such other manner as the Director of Human Resources or a committee appointed under subsection (2) considers will provide reasonable access by the public to the notice. (IL 2006-05) (IL-2015-04)

Procedure to Fill Vacancies And New Positions in the Employees Division

18

- (1) If a vacancy or new position in the employees division becomes available the Director of Human Resources or the Hiring Committee must hold a competition to fill the position. (IL-2015-04)
- (2) An applicant for a position referred to in subsection (1) who is an Employee of the Nunatsiavut Government and who is qualified to fill the position shall be given preferential consideration.
- (3) The Director of Human Resources or the Hiring Committee must give notice of a competition in the employees division at least two weeks in advance of the closing date of the competition. (IL-2015-04)
- (4) Notices pursuant to subsection (3) must be:
 - (a) posted on notice boards in all Nunatsiavut Government offices in areas accessible to employees, and

- (b) posted or advertised in such other manner as the Director of Human Resources or the Hiring Committee considers will provide reasonable access by the public to the notice. (IL-2015-04)
- (5) The Director of Human Resources or the Hiring Committee shall:
 - (a) review the applications of all candidates;
 - (b) examine those candidates who possess the required qualifications;
 - (c) rate the candidates in order of merit having regard to subsection (2); and
 - (d) fulfill the functions required under subsection 11 (3). (IL-2015-04)
- (6) Before nominating a candidate for a position, the Director of Human Resources or the Hiring Committee must satisfy itself that the person is fit to perform the duties and to undertake the responsibilities of the position. (IL 2006-05) (IL-2015-04)

Probationary Period

19

- (1) Every Appointment, Promotion, or Transfer to a position in the Nunatsiavut Civil Service shall be probationary in accordance with and for such period as may be prescribed by the regulations.
- (2) In the case of an Employee in the management division, the Minister may, at any time during the probationary period, give notice, with reasons, to the Employee and to the Executive Council that the Minister intends to reject the Employee and, unless the Executive Council appoints the Employee to another position in the management division, that person ceases to be an Employee on the expiration of the period specified in the notice unless subsection (5) applies. (IL-2015-04)
- (3) In the case of an Employee in the employees division, the Deputy Minister may, at any time during the probationary period, give notice, with reasons, to the Employee, the Minister and to the Director of Human Resources that the Deputy Minister intends to reject the Employee and, unless the Minister appoints the Employee to another position in the employees division, that person ceases to be an Employee on the expiration of the period specified in the notice unless subsection (5) applies. (IL-2015-04)
- (4) On successful completion of the probationary period the probationary Employee must be granted a permanent appointment.
- (5) If a promoted or transferred Employee holding a probationary appointment fails to meet the requirements of the position or is required to vacate the position under subsection (2) or (3), the Employee shall revert to a position equivalent to his or her former position, and shall be paid at the rate at which the Employee would have been paid had he or she not been promoted or transferred.

Provisional Appointments

20

- (1) If, following a competition for a position in the employees division, no candidate is held to be qualified, the Director of Human Resources or the Hiring Committee may recommend a candidate whose qualifications most closely match those required for the position for a provisional appointment at a salary rate less than the minimum rate set out for the position and for such length of time as may be required by the candidate to successfully complete the necessary qualifications. (IL-2015-04)
- (2) Where a person appointed under subsection (1) attains the necessary qualifications to the satisfaction of the Director of Human Resources, that person must be granted a probationary appointment to the position. (IL-2015-04)
- (3) The Director of Human Resources may extend the period for a position designated by the Director of Human Resources or the Hiring Committee as a provisional appointment for such length of time as may be required by the Employee to successfully complete the necessary qualifications. (IL-2015-04)

Acting Appointments

21

When an Employee substitutes in a higher level position in either the management division or the employee division during the absence of the regular incumbent the Employee may be given an acting appointment to the higher level position if he or she is considered qualified by the Executive Council in the case of a position in the management division or by the Director of Human Resources in the case of a position in the employees division. (IL-2015-04)

Oath of Office

22

- (1) Every person appointed to a position in the management division or the employees division shall, on appointment, take the oath or affirmation as set out in Schedule A.
- (2) A person engaged to work in the casual jobs division may be required by the Deputy Minister or a Director to take and subscribe the oath or affirmation as set out in Schedule A. (IL 2006-05)

PART 5 TERMS OF SERVICE

Transfers

23

- (1) The Executive Council may by Executive Order transfer an Employee in the management division from one department to another department or from one position within a Department to another position at the same level within the department. (IL-2015-04)

- (2) A Deputy Minister may transfer an employee from one position to another position within the same Department or Agency.
- (3) The Treasurer or the Treasurer's designate:
 - (a) may transfer an Employee in the employees division from a position in a Department or Agency to another Department or Agency with the approval of the Minister(s) of the Departments or Agencies concerned; and
 - (b) must make such transfer upon the written request of the Minister(s) concerned.
- (4) No Employee shall be involuntarily transferred to a position with a lower maximum salary except as a result of disciplinary action, incompetence, application of the lay-off procedures or for health reasons.

Disciplinary Action

24

- (1) A Minister may, for cause, reprimand or suspend any Employee in the management division in a Department or Agency for which the Minister is responsible.
- (2) A Deputy Minister may, for cause, reprimand, suspend, demote or subject to subsection (3) dismiss an Employee in the management division in a Department or Agency for which the Deputy Minister is responsible.
- (3) A Deputy Minister may not exercise the power of dismissal under subsection (2) without the consent in writing of the Minister to whom the Deputy Minister reports.
- (4) A Deputy Minister may, for cause, reprimand, suspend, demote or dismiss an Employee in the employees division in a Department or Agency for which the Deputy Minister is responsible.
- (5) An Employee who is reprimanded, suspended, demoted or dismissed shall be notified in writing of the reason for the action and:
 - (a) in the case of an Employee in the management division a copy of the notification shall be forwarded to the Executive Council; and
 - (b) in the case of an Employee in the employees division a copy of the notification shall be forwarded to the Minister and the Director of Human Resources. (IL-2015-04)
- (6) Notwithstanding subsection (4) the Treasury may, in writing and with the consent of the Executive Council, authorize the Director of Human Resources and designated supervisors within a Department or Agency to exercise the powers set out in subsection (4). (IL 2006-05) (IL-2015-04)

Grievances

25

- (1) The Executive Council shall be the final authority with respect to any grievance by or with respect to employees in the management division and may establish a grievance subcommittee composed of Ministers under the chairmanship of the Treasurer for the purpose of hearing and determining such a grievance or all such grievances. (IL-2015-04)
- (2) The Director of Human Resources or a committee appointed by the Treasurer and composed of Deputy Ministers and the Director chaired by the Director shall be the final authority with respect to any grievance by or with respect to Employees in the employees division. (IL-2015-04)
- (3) The procedures for the orderly resolution of grievances under subsections (1) and (2) shall be prescribed in the regulations.

Resignations

26

- (1) An Employee in the management division may resign by giving the Minister and the Director of Human Resources at least 45 clear days notice in writing of his or her intention to resign, and stating therein the effective date of the resignation. (IL-2015-04)
- (2) The Treasurer may, with the consent of the Executive Council, enact regulations to establish periods of notice that must be given by employees in the employees division or the casual jobs division who intend to resign, and the official to whom such notice must be given.

Absence Without Leave

27

- (1) An Employee who is absent without leave for five consecutive working days shall be deemed to have resigned from the Nunatsiavut Civil Service effective the first day of absence but where an Employee of the employees division satisfies the Director of Human Resources that the absence arose from a cause beyond his or her control, the person shall be reinstated. (IL-2015-04)

Lay-Offs

28

- (1) A Minister may lay off an Employee in the management division and, subject to subsection (2), a Deputy Minister may lay off an Employee in the employees division.
- (2) If a decrease in the work force within the employees division is necessary the Treasurer may direct that the hours of work for all employees in the employees division shall be reduced to 32 hours per week before anyone is laid off.
- (3) The Treasurer may, with the consent of the Executive Council, enact regulations to establish periods of notice that must be given in the event that an Employee's employment is terminated without cause. (IL 2006-05)

Overtime

29

- (1) Where in the opinion of a Deputy Minister or Director it is necessary, he or she may, by written directive, require an Employee in the employees division to work more than the working hours prescribed for the Employee's position. (IL-2015-04)
- (2) A copy of the directive must be delivered by the Deputy Minister or Director to the Controller. (IL-2015-04)
- (3) A Deputy Minister may delegate in writing the authority to authorize overtime to a Director or manager in the Deputy Minister's department but the exercise of any such delegated authority must comply with subsection (2). (IL 2006-05) (IL-2015-04)

Civil Service Code of Conduct

30

- (1) The code of conduct for Employee of the Nunatsiavut Government set out in Schedule II to this Act is hereby enacted pursuant to sections 4.22.1 and 6.3.1 of the Constitution as an Inuit Law under subsection 17.7.3(a) of the Agreement. (IL-2015-04)
- (2) The Civil Service Code of Conduct shall be interpreted and implemented as part of this Act. (IL-2015-04)

PART 6 REGULATIONS AND MISCELLANEOUS

Treasurer May Make Regulations

31

The Treasurer may, under the direction of an Executive Order, make regulations governing and respecting:

- (a) the selection, transfer, and secondment of persons to or from positions in the Nunatsiavut Civil Service;
- (b) probationary appointments and terms of probation;
- (c) the lay-off and resignation of persons to or from positions in the Nunatsiavut Civil Service;
- (d) paid holidays that are in addition to those established under laws of general application, vacations, leaves of absence including their commencement, duration, termination and conditions, overtime pay, performance pay and other allowances for employees;
- (e) implementation of the Civil Service Code of Conduct; (IL 2015-04)_

- (f) procedures, including remedial and disciplinary action up to and including termination, for contravention of the Civil Service Code of Conduct, this Act, the regulations or other Inuit Law, lawful directives and for any misconduct or wrongdoing; (IL 2015-04)
- (g) employment positions or Employees that are to be remunerated in the form of hourly wages and those that are to be remunerated by salary, and the rates of pay whether hourly or salaried and whether with respect to classifications or positions or otherwise;
- (h) the establishment of workplace health and safety standards and committees;
- (i) policies, procedures and plans to give effect to the requirements of section 14;
- (j) the administration of pay plans, hours of work including overtime and the authorization and use of overtime in the event of emergency or crisis, safety, attendance, and programs for providing incentive awards; (IL 2006-05)
- (k) Employee development and training including health and wellness and educational leave;
- (l) Employee assistance plans;
- (m) policies, procedures and rates for the payment or reimbursement of out of pocket and other expenses reasonably incurred in the performance of employment duties, including accommodation, meals, travel and similar expenses;
- (n) grievance procedures;
- (o) personnel records and statistics to be maintained by Departments and Agencies;
- (p) appeals, including the composition of committees and sub-committees hearing appeals and procedures for the determination of appeals; and
- (q) any other matter considered necessary for the purpose of carrying out the provisions of this Act.

Employee Policy Manual

32

This Act and the Regulations may be consolidated and provided to Employees in the form of an employee policy manual for ease of reference but the official policies and procedures of the Nunatsiavut Government shall be as set out in the Constitution, this Act and the Regulations. (IL 2006-05)

SCHEDULE I

OATH OF OFFICE

I, (A.B.) solemnly and sincerely affirm (or in the case where an oath is taken “swear”) that I will faithfully and honestly fulfill the duties that devolve upon me by reason of my employment in the Nunatsiavut Civil Service and that I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of such employment. (In the case where an oath is taken add, "So Help Me God".)

SCHEDULE II
CIVIL SERVICE CODE OF CONDUCT

(IL-2015-04)

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Citation

1.

This Code of Conduct for the Employees of the Nunatsiavut Government may be cited as the *Civil Service Code of Conduct*.

Public Trust

2.

- (1) The Nunatsiavut Civil Service shares with the members of the Nunatsiavut Assembly and the Nunatsiavut Executive Council a responsibility to establish and maintain the public's trust and confidence in the Nunatsiavut Government and the work it does for and on behalf of the Inuit.
- (2) Employees are in a position of public trust when performing their functions and duties and must act in accordance with the law, including the Civil Service Code of Conduct.

Purpose

3.

Recognizing that the Nunatsiavut Civil Service is governed by the values and principles enshrined in the Labrador Inuit Constitution, including the principles set out in section 6.2.1 of the Constitution, the purpose of the Civil Service Code of Conduct is to establish and preserve the trust and confidence of Inuit and the Canadian public in the Nunatsiavut Government by requiring that Employees maintain high standards of ethical behaviour in carrying out their work.

Application

4.

This Civil Service Code of Conduct applies to all Employees when they are:

- (a) engaged in the performance of the duties and functions as Employees, whether in the offices of the Nunatsiavut Government or elsewhere;
- (b) present at their place of employment with the Nunatsiavut Government whether or not they are performing a duty or function related to their employment; and
- (c) at all times when traveling on Nunatsiavut Government business.

Core Standards of Ethical Behaviour

5.

All Employees must carry out their functions and perform their duties with:

- (a) integrity;
- (b) transparency;
- (c) respect; and
- (d) accountability.

Integrity

6.

The standard of integrity requires that, in carrying out their functions and performing their duties, Employees must:

- (a) be honest, truthful and trustworthy;
- (b) avoid illegal conduct;
- (c) act impartially, fairly and free from prejudice;
- (d) act without self-interest and without conflict of interest;
- (e) be loyal to the Nunatsiavut Government in carrying out its lawful policies;

- (f) serve only the public interest of the Nunatsiavut Government and not act in any way that is inconsistent with their office;
 - (g) give full effort and dedicated thought in return for the pay and benefits that they receive;
-
- (h) never perform their duties or functions or enter their workplace while under the influence of alcohol or illegal drugs, hung over or smelling of alcohol;
 - (i) never make private promises or give special favours or privileges to anyone;
 - (j) refuse favours or benefits for themselves or their families under circumstances that might reasonably be considered as influencing the performance of a function or duty;
 - (k) spend allowances, expense accounts, and money entrusted to them or administered by them solely for the purposes of the Nunatsiavut Government; and
 - (l) use Nunatsiavut Government credit cards, Nunatsiavut Government property, requisitioned supplies and purchase orders solely for the purposes for which they are intended.

Integrity, Respect and Prejudice

7.

- (1) Employees must carry out their functions and perform their duties without discriminating against any individual on the any of the following grounds:
 - (a) race;
 - (b) national or ethnic origin;
 - (c) colour;
 - (d) religion;
 - (e) age;
 - (f) sex;
 - (g) sexual orientation;
 - (h) marital status;
 - (i) family status;
 - (j) disability; or
 - (k) a conviction for which a pardon has been granted or a record suspended.
- (2) Without limiting subsection (1) it is discriminatory to carry out any of the following actions based on one or more of the grounds of discrimination referred to in that subsection:

- (a) denying an individual access to a program, service, goods, facilities or accommodation;
 - (b) providing an individual goods, services, facilities or accommodation in a way that treats them adversely and differently;
-
- (c) refusing to employ or continue to employ an individual, or treating them unfairly in the workplace;
 - (d) following policies or practices that deprive people of employment opportunities;
 - (e) paying men and women differently when they are doing work of the same value;
 - (f) retaliating against an individual who has filed a complaint of discrimination or against someone who has filed a complaint on their behalf; or
 - (g) harassing someone.
- (3) Notwithstanding anything in subsections (1) and (2), unless an Inuit Law or an agreement between the Nunatsiavut Government and the Crown expressly states that a program, service, goods, facilities or accommodation delivered by the Nunatsiavut Government is to be provided to both Inuit and Non-Beneficiaries, it is not discrimination for an Employee to deny a program, service, goods, facilities or accommodation to a person solely on the grounds that the person is not an Inuk.

Integrity, Respect and Harassment

8.

- (1) Employees must carry out their functions and perform their duties without harassing others, including fellow Employees, members of the public and members of the Nunatsiavut Government.
- (2) Without restricting or limiting section 6 or 7 or subsection (1), Employees must not:
- (a) engage in physical or verbal behaviour that is unwelcome to, or that offends or humiliates, the individual to whom it is directed;
 - (b) make unwelcome, offensive or humiliating remarks or jokes about a person's race, religion, sex, sexual orientation, age, disability or any other of the prohibited grounds of discrimination referred to in subsection 6(1);
 - (c) make unwelcome, offensive or humiliating physical contact with others; or
 - (d) threaten or intimidate others.

Integrity, Respect and Sexual Harassment

9.

Without restricting or limiting section 6, 7 or 8, Employees must not make unwelcome sexual advances or requests for sexual favors or engage in other unwelcome verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a term or condition of receiving a Nunatsiavut Government program, service or benefit;
- (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (c) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Unwelcome Behaviour Defined

10.

For purposes of sections 7, 8 and 9 behaviour, remarks and other verbal and physical conduct is unwelcome:

- (a) whenever the person subjected to it considers it unwelcome; or
- (b) whenever the Employee engaging in the behaviour or verbal conduct knows or ought reasonably to know that the behaviour or verbal conduct is or is likely to be unwelcome, offensive or humiliating to others.

Integrity and Impartiality

11.

- (1) Employees must always avoid situations where a conflict of interest may occur or where inappropriate behavior and working relationships may result in claims of favoritism or harassment.
- (2) Without restricting or limiting sections 6 and 7 or subsection (1), the requirement that Employees carry out their functions and perform their duties impartially, fairly and without prejudice requires that Employees:
 - (a) do their jobs without bias, without favour and without allowing outside interests to conflict with work activities or decisions;
 - (b) make work decisions without consideration of their personal interests or the interests of their family and friends;
 - (c) comply with the Nunatsiavut Government's procurement laws and with its policies and procedures respecting requisitions and purchase orders;
 - (d) ensure that their non-employment activities do not conflict with their jobs;
 - (e) never participate in decisions that benefit themselves or their friends or family;

- (f) never make or participate in decisions that affect the employment of members of their family and never supervise members of their family who are also Employees; and
- (g) refuse to accept gifts, hospitality or entertainment from people who do or want to do business with the Nunatsiavut Government.

Integrity, Impartiality and Conflict of Interest

12.

- (1) Without restricting or limiting section 6, the requirement that Employees carry out their functions and perform their duties without conflict of interest requires that Employees:
 - (a) be vigilant about and recognize situations where they, their friends, family or business associates could directly benefit from an action or decision that the Employee is empowered to make and situations where it may look to someone else that the Employee, their family, friends or business associates could benefit from an action or decision that the Employee is empowered to make;
 - (b) disclose any personal interest or perceived personal interest, preferably in writing, to their supervisor;
 - (c) remove themselves from the decision-making process with respect to any and all matters in which they have a personal interest or perceived personal interest; and
 - (d) avoid any involvement in the matter.
- (2) Employees must not use their positions or any information entrusted to them to enrich themselves or improperly benefit any other person.
- (3) Employees must not accept a monetary or other in-kind payment or any benefit, gift, favour or service from any individual, organization or corporation in relation to the Employee's work.
- (4) Subsections (2) and (3) do not apply to:
 - (a) the normal exchange of hospitality between persons doing business together;
 - (b) tokens exchanged as part of protocol; or
 - (c) the normal presentation of gifts to persons participating in public functions.
- (5) An Employee who has a share or any direct or indirect ownership, participation, revenue entitlement or other interest in an outside business that has, or may have, dealings with the Nunatsiavut Government shall immediately disclose such share, ownership or interest in writing to his or her Deputy Minister and comply with any directive that may reasonably be issued by the Deputy Minister with respect to the matter.

Conflict of Interest and Family Employment

13.

- (1) Employees who are in a position to make or influence a hiring decision of the Nunatsiavut Government must not exercise their power or influence in relation to the hiring of friends or relatives by the Nunatsiavut Government and must avoid situations where it may appear to someone else that the employee has exercised their power or influence so as to favour the hiring of a friends or relative.
- (2) Subsection (1) does not prohibit the Nunatsiavut Government from the hiring of friends or relatives of individuals who are Employees.
- (3) Employees who are in a position to make or influence a decision of the Nunatsiavut Government regarding promotions, performance appraisals, career plans, employment benefits and discipline must not exercise their power or influence in relation to friends or relatives.
- (4) The Director of Human Resources must take reasonable steps to prevent family members employed by the Nunatsiavut Government from being supervised by or subordinated to one another.
- (5) An Employee who is in a situation described in subsection (4) or in any other situation that could raise a concern about or perception of patronage, preference, favouritism or harassment on the basis of family relationship is required to bring the situation to the attention of his or her supervisor.
- (6) Employees who exercise a regulatory, inspectional, or other discretionary function over a family member shall, wherever possible, disqualify themselves from dealing with that person with respect to those functions.

Family Defined

14.

For purposes of sections 11, 12 and 13 “family” means a spouse, common law-spouse, parent, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law and siblings-in-law.

Integrity and Outside Activities

15.

- (1) Employees must prevent situations where their involvement in their community or other non-employment activities, including participation in community organizations, advocacy groups, political parties, volunteer work and charitable organizations:
 - (a) interferes with their ability to do their jobs;
 - (b) undermines the impartiality of the Nunatsiavut Government and the Nunatsiavut Civil Service; or
 - (c) gives rise to a perceived conflict of interest.

- (2) An Employee who sits on a board, council or committee to which they have not been appointed by the Nunatsiavut Government or that is not part of their duty as an Employee must:
 - (a) request leave from the Nunatsiavut Government for any period when their duties or functions as a member of the board, council or committee are to be carried out during Nunatsiavut Government work hours; and
 - (b) comply with subsection (1).

Integrity and Outside Employment

16.

- (1) Employees may not undertake any other paid work except as set out in subsections (2), (3), (4) and (5).
- (2) Subsection (1) does not apply to an Employee who, immediately before the date that this Code comes into effect was engaged in outside paid work for as long as the work continues.
- (3) A Deputy Minister, with the prior written consent of his or her Minister and other Employees with the prior written consent of the Director of Human Resources, may undertake outside paid work provided the work is lawful and does not, in the opinion of the Minister or Director of Human Resources, as the case may be:
 - (a) place the Employee in a conflict of interest or perceived conflict of interest with the functions and duties they perform for the Nunatsiavut Government;
 - (b) result in the Employee having or appearing to have divided loyalties;
 - (c) conflict with Nunatsiavut Government hours of work or otherwise interfere with the efficient performance of the Employee's Nunatsiavut government duties;
 - (d) compete with Nunatsiavut Government programs or services; or
 - (e) involve the use of the Nunatsiavut Government's premises, equipment, or supplies.
- (4) A Deputy Minister, with the consent of his or her Minister, and other Employees with the consent of the Director of Human Resources, may teach courses at educational institutions during normal working hours, provided that:
 - (a) acceptable arrangements can be made for the Employee to perform all regular duties;
 - (b) course preparation and marking is done on the Employee's own time; and
 - (c) there is no other conflict or interference with the Nunatsiavut Government's operations.
- (5) Employees who are employed on a part time or casual basis may pursue supplementary income through outside work, including self-employment, provided the outside work is lawful and does not:

- (a) place them in a conflict of interest or perceived conflict of interest with the functions and duties they perform for the Nunatsiavut Government;
- (b) conflict with Nunatsiavut Government hours of work or otherwise interfere with the efficient performance of their Nunatsiavut Government duties and functions;
- (c) compete with Nunatsiavut Government programs or services; or
- (d) involve the use of the Nunatsiavut Government's premises, equipment, or supplies, unless such use is authorized in advance and in writing by the Employee's supervisor in the management division.

Integrity, Impartiality and Politics

17.

- (1) An Employee may not serve as an elected member of Parliament, the Nunatsiavut Assembly or other legislature, an Inuit Community Government, or an Inuit Community Corporation.
- (2) An Employee may serve as an elected member of a city, town or other municipal council subject to subsections (4), (5) and (7) if:
 - (a) the Employee does not, in or performing any duty or function as a member of the council, impair his or her usefulness in the position in which he or she is employed by the Nunatsiavut Government;
 - (b) serving on the council does not result in the Employee having or appearing to have divided loyalties;
 - (c) the duties and functions of the elected office do not conflict with Nunatsiavut Government hours of work or otherwise interfere with the efficient performance of the Employee's work with the Nunatsiavut Government;
 - (d) the Employee does not reveal or use any information obtained in the course of his or her employment with the Nunatsiavut Government; and
 - (e) in the event of a conflict of interest, the Employee conforms to the conflict of interest requirements in section 12.
- (3) Except as provided in subsection (1) and subject to subsections (4), (5) and (7) an Employee may:
 - (a) participate in political activities when not on duty;
 - (b) be a member of a political party;
 - (c) be a candidate in a federal, provincial, Nunatsiavut Assembly, municipal, Inuit Community or Inuit Community Corporation election; and
 - (d) in accordance with subsection (2) serve on a city, town or municipal council.

- (4) An Employee intending to run for an elected office must, in the case of an Employee in the management division request permission from the Minister and in the case of an Employee in the employees division request permission from the Deputy Minister and the Minister or the Deputy Minister, as the case may be, must grant permission unless, in the opinion of the Minister or Deputy Minister, a conflict of interest exists or could exist.
- (5) An Employee, who has received permission to run for elected office, must request a leave of absence for the duration of the election period:
 - (a) in the case of an Employee in the management division to the Minister; and
 - (b) in all other cases to the Deputy Minister.
- (6) The Minister or Deputy Minister, as the case may be, must grant a leave of absence under subsection (5) unless he or she determines that to do so would seriously undermine the ability of the Nunatsiavut Government to deliver an essential service to the public.
- (7) A leave of absence granted under subsection (6) shall not extend beyond the day on which the successful candidate is declared elected and if the Employee is declared elected he or she shall be absolutely deemed to have resigned from the Nunatsiavut Government at that time.
- (8) If an Employee is refused a leave of absence under subsection (6) or is denied permission under subsection (4), the Employee may appeal to the Executive Council or any committee of the Executive Council that may be established to hear the appeal.
- (9) A decision under subsection (8) is final.

Prohibited Political Actions

18.

- (1) Employees must not:
 - (a) use or attempt to use, directly or indirectly, the authority or official influence of their positions to:
 - (i) control or modify the political action of any other person; or
 - (ii) support or promote a political party, political candidate or the holder of a political office;
 - (b) during the hours of duty engage in any form of political activity;
 - (c) threaten or discriminate against another Employee for a political reason or purpose or because the Employee has not taken part in a political activity; or
 - (d) compel or pressure another Employee to take part in any political undertaking or to make a contribution to a political party, candidate or office holder.

- (2) Except when on leave for purposes of his or her own nomination or election an Employee must not solicit funds for the use of a political party, candidate or office holder either during or outside the hours of their employment with the Nunatsiavut Government.

Integrity and Loyalty

19.

- (1) Employees must place loyalty to the Nunatsiavut Government above loyalty to other Employees, members of the Nunatsiavut Assembly, family, friends and business associates.
- (2) Employees must recognize that the Nunatsiavut Assembly is the elected voice of the Inuit and respect the lawful decisions and directives of the Nunatsiavut Assembly, the Executive Council, President and Ministers.
- (3) Employees must exercise restraint in any criticism of the Nunatsiavut Government and consider how their public comments may affect public perception of the Nunatsiavut Government and the loyalty of other Employees.
- (4) In carrying out their duties and functions Employees must distinguish between their personal opinions and the laws, policies and procedures of the Nunatsiavut Government.
- (5) Employees must not:
 - (a) make public comments, including comments that might reasonably be expected to become public, that disparage or harm the reputation of the Nunatsiavut Assembly, the Nunatsiavut Government or co-workers;
 - (b) claim to speak on behalf of the Nunatsiavut Government unless explicitly authorized to do so; or
 - (c) express personal opinions or make personal statements using Nunatsiavut Government letterhead, the Employee's Nunatsiavut Government e-mail address or any other means of communication that implies a connection between the Employee's personal comments or opinions and the Nunatsiavut Government.

Transparency

20.

- (1) Employees, acting under the direction of the Executive Council, have a responsibility to provide timely, accessible and accurate information respecting the Nunatsiavut Government and its programs and services to the Inuit.
- (2) Employees must be open and honest in dealing with Ministers and with their managers, supervisors, and the public.
- (3) Employees must provide full disclosure when offering information or advice to their superiors.
- (4) Where an Employee might have a conflict between the Employee's personal interests and those of the Nunatsiavut Government or experience a divided loyalty between the Nunatsiavut

Government and an outside interest or entity, the Employee must disclose that fact immediately, in writing, to his or her supervisors or managers.

- (5) Employees must abide by laws, policies and procedures of the Nunatsiavut Government in relation to the making and keeping of records of decisions, the safe and orderly storage of files, the retention of records, and confidentiality of and access to information.

Respect

21.

- (1) Employees are expected to recognize that the Nunatsiavut Civil Service:
 - (a) is entrusted with Inuit taxes and financial resources;
 - (b) is responsible for delivering programs and services that are supported by Inuit through their taxes and financial resources;
 - (c) owes the Inuit nothing less than its full commitment to doing the best job it can; and
 - (d) has an obligation to help build pride in the Nunatsiavut Government and to respect the dignity and diversity of its members and their health and safety.
- (2) Employees have a duty to make efficient, economic and effective use of Nunatsiavut Government resources for which they are responsible or that are entrusted to them.
- (3) Employees must ensure that all property in their personal care as part of their job is properly secured and protected at all times. Property includes cash, cheques, documents, inventories, computers, computer programs and equipment.
- (4) Employees must handle sensitive and confidential information with care and disclose it only in accordance with the Nunatsiavut Government's laws and policies on privacy and confidentiality of information.
- (5) Employees must use all Nunatsiavut Government property and financial resources for the purpose for which they are intended.
- (6) Employees must carry out all their dealings with Members of the Nunatsiavut Assembly, members of the public and co-workers in a professional, polite and courteous manner and in accordance with established Nunatsiavut Government policies.
- (7) Employees must recognize that they are the public face of the Nunatsiavut Government and so maintain neat, clean and orderly offices and workstations and a neat and presentable personal appearance with dress and active wear to reflect the nature of their position.
- (8) Employees must foster an atmosphere of collegiality and support co-workers in their work.
- (9) Employees must devote themselves fully to their jobs during working hours and must not, during working hours, engage in personal activities such as reading materials not related to work, surfing the internet, communicating with friends in person, by phone or e-mail, or on social med

- (10) Employees must assist the Nunatsiavut Government to provide a healthy, safe and comfortable working environment for all of its Employees.
- (11) Without limiting subsection (10) Employees must:
- (a) maintain all Nunatsiavut Government buildings and entrances as smoke-free workplaces;
 - (b) not introduce flammable or hazardous materials to the workplace;
 - (c) maintain their workstations and offices in a sanitary and hygienic condition; and
 - (d) prevent the accumulation of materials in and around exits, entrances and stairs.
- (12) Employees must not:
- (a) download or install personal software on Nunatsiavut Government computer systems without prior written consent from the Director of Information Technology;
 - (b) manipulate, falsify, alter or amend documents, information or records for fraudulent purposes; or
 - (c) access, distribute or display inappropriate material, including sexually explicit, discriminatory, abusive, defamatory or obscene material in the workplace or using Nunatsiavut Government property, including the Nunatsiavut Government's computers and computer network.

Accountability

22.

- (1) Employees are expected to be accountable for their actions and omissions and will be held accountable for their actions and omissions.
- (2) Employees must:
- (a) be proud to do their work in accordance with the principles and standards set out in this Civil Service Code of Conduct;
 - (b) understand that breaches of this Code will erode the reputation and integrity of the Nunatsiavut Civil Service and the Nunatsiavut Government; and
 - (c) understand that breaches of this Code shall be subject to disciplinary action, up to and including summary dismissal for serious or repeated breaches.
- (3) Employees must know the Code, comply with its principles and requirements and make observance of the Code part of their daily work.
- (4) Employees must keep records of important decisions.

- (5) Employees must disclose breaches of the Code immediately, whether the breach is committed by himself or herself or by a co-worker.
- (6) Employees must fully cooperate with investigations into breaches of this Code and into alleged wrongdoing.
- (7) An Employee must appear before the Nunatsiavut Assembly or a committee of the Nunatsiavut Assembly when required to do so.
- (8) An Employee who, without good reason, fails or refuses to appear before the Nunatsiavut Assembly or a committee of the Nunatsiavut Assembly after having received notice to do so, may be summarily dismissed from office.
- (9) An Employee who contravenes this Civil Service Code of Conduct is liable to disciplinary action in accordance with the regulations, policies and procedures of the Nunatsiavut Government.

Questions about the Civil Service Code of Conduct

23.

If an Employee has questions or doubt about the meaning, intent or effect of this Civil Service Code of Conduct the Employee must seek interpretation of the Code from the Deputy Minister responsible for Human Resources and the Director of Legal Services.

Duty to Report and Whistleblower Protection

24.

- (1) Employees must not assume that violations of this Code are someone else's responsibility or problem and all Employees have a duty to report knowledge of:
 - (a) any situation that might adversely affect the Nunatsiavut Government's reputation or the reputation of the Nunatsiavut Civil Service;
 - (b) a violation of this Civil Service Code of Conduct or other Nunatsiavut Government law or policy by an Employee;
 - (c) a conflict of interest on the part of an Employee;
 - (d) an incident of harassment by or of an Employee; or
 - (e) an improper practice by an Employee.
- (2) For purposes of subsection (1) "improper practice" includes any illegal, fraudulent, dishonest, negligent, unsafe, improper or unethical action or omission.
- (3) An Employee who makes a report under subsection (1) must make the report in writing to his or her supervisor or manager, the Director of Human Resources or the Director of Legal Services.
- (4) No Employee may be disciplined for making a report in good faith under subsection (1).

- (5) The Nunatsiavut Government will not tolerate any retaliation against an Employee who has made a report under subsection (1) or participated in an investigation and an Employee who retaliates against an Employee who has made a report under subsection (1), a witness to the conduct or incident, or an individual who has participated in an investigation must immediately be suspended and may be summarily dismissed.
- (6) An Employee making a false or unsubstantiated report under subsection (1) or false or unsubstantiated accusations about a violation of this Code of Conduct or other Nunatsiavut Government policy will be disciplined.

Implementation and Additional Rules of Conduct

25.

- (1) The Minister shall ensure that this Civil Service Code of Conduct is implemented and may, in accordance with the *Civil Service Act*, enact such regulations, including regulations regarding disciplinary action, as the Minister may consider necessary and advisable for purposes of implementing this Civil Service Code of Conduct.
- (2) Nothing in this Civil Service Code of Conduct prevents the Minister from establishing additional rules of conduct, policies and procedures or issuing directives that the Minister considers necessary and advisable in order to realize the values set out in section 6.2.1 of the Constitution.