



**Corrections Service**

**Code of Professional Conduct  
(COPC)**

*For Corrections Service Employees*

*Northwest Territories, Department of Justice, Corrections Service*

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## Corrections Service Code of Professional Conduct (COPC)

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## **CORRECTIONS SERVICE VALUES, MISSION AND VISION STATEMENT**

### **VALUES**

The Corrections Service is committed to a transparent holistic delivery of services that promotes respect and encourages integrity, accountability, acceptance and growth.

### **MISSION**

The Corrections Service manages offenders in the least restrictive manner possible, and provides opportunity for their rehabilitation and reintegration through holistic and culturally relevant approaches for the common good of society.

### **VISION**

We the Corrections Service shall be the leader in facilitation of holistic healing in a progressive manner that meets the unique needs of offenders and contributes to a safer community.

## INTRODUCTION

This document provides information pertaining to the GNWT Code of Conduct that is applicable for all GNWT employees and the Code of Professional Conduct (COPC) that is specific to Corrections Service Employees.

Section 12 of the *Corrections Act* (NWT) enables the Director of Corrections to establish a code of professional conduct for all Corrections Service employees.

*(1) The Director of Corrections shall adopt a code of professional conduct for all staff members.*

*(2) Persons appointed or engaged under this Act shall follow any applicable code of professional conduct adopted under subsection (1).*

The COPC outlines the behaviours and attributes expected of all Corrections Service employees. This document provides an overview and highlights of applicable Legislation; including but not limited to: Corrections Act, Corrections Regulations, Public Service Act, Safety Act and Corrections Service Directives, policies and guidelines that are applicable to both on-duty and off-duty conduct of Corrections Service employees. The broad principles set out in the COPC are intended to guide Corrections Service staff in their actions and decisions.

The standards outlined in the COPC for Corrections Service Employees and the Values, Mission and Vision Statement for the Corrections Service provide a primary source of guidance to shaping professionalism for Corrections Service employees. All Corrections Service employees are informed of the COPC when hired, and a copy of this booklet is provided to all new employees.

As Corrections Service employees, we are expected to abide by the standards of conduct established through the GNWT Code of Conduct and the COPC. The public has entrusted us with a very important responsibility, it demands that we abide by the highest ethical standards. Each time the public hears about the unethical behaviour of a corrections employee, it reduces the public confidence in the government's ability to protect society.

Managers and supervisors must promptly and impartially take appropriate corrective action where violations of the GNWT Code of Conduct or the COPC are identified. An employee who does not comply with the COPC may be subjected to disciplinary action

by the employer, up to and including dismissal. Any disciplinary action by the employer must be exercised reasonably and with consideration of all relevant circumstances.

In addition to the standards outlined in this document, Corrections Service employees are expected to be familiar with information relevant to their responsibilities as documented in: Legislation, directives, policies, procedures, guidelines and applicable job descriptions. Employees have a positive obligation to self-monitor their conduct in relation to policy provisions and have a responsibility to participate in training initiatives, performance planning and development measures, as well as any corrective action which may be imposed.

## DEFINITIONS

**Conflict of Interest:** Exists where there is an actual or perceived incompatibility between an employee's duties and responsibilities of office and the private interests of the employee or an immediate family member (further detailed in the GNWT Code of Conduct).

**Ethics:** Involves making choices between right and wrong and putting principles into action.

**Employee:** All persons employed by the Department of Justice, Corrections Service, including management and bargaining unit employees. This includes staff on any form of leave or transfer from the Department.

**Interactions/Relationships:** Includes all in-person, written, audio, video and or internet (online) interactions and/or relationships between Corrections Service employees and others. This includes but is not limited to social media networking and online websites (e.g. Facebook, Twitter, blogs).

**Former Inmate/Offender:** A person, who in the last five years, has been under supervision as defined below.

**Inmate/Offender:** A person who, pursuant to a court order, is in custody or otherwise under supervision (e.g. inmate, offender, bail client).

**Professionalism:** An act of participating in an occupation that requires specific education, training or experience, involves specialized skills and requires the highest degree of commitment and dedication.

**Respect:** Respect is our duty to treat with high regard ourselves, others, and any resources entrusted to us. Resources entrusted to us may include people, money, reputation, the safety of others.

**Work Environment/Location:** Includes all on-site or off-site locations where work-related activities and interactions occur that could affect the reputation of the Department, whether on-duty or off-duty.

## **PURPOSE**

The Corrections Service is dedicated to promoting safe communities by supporting the rehabilitation and reintegration efforts of those under supervision and by strengthening the ability of those under supervision to live and contribute to their communities in a safe and healthy way.

The purpose of the COPC is to set an expectation of acceptable conduct and provide guidance in ethical decision-making for all Corrections Service employees. Being professional in one's conduct is the personal responsibility of every employee. The GNWT Code of Conduct and the COPC provide a framework within which all employees are expected to perform the duties of their employment. In any situation where the appropriate conduct is unclear or ambiguous, staff must seek the advice and direction of their supervisor.

Although the COPC addresses a number of specific issues, it should not be regarded as a comprehensive listing of compliance issues nor does it supersede current policies. Instead, the COPC should be regarded as a set of standards and guiding principles that apply to everything that we do.

## **APPLICATION**

The COPC applies to all Corrections Service employees, whether on-duty or off-duty.

## **PRINCIPLES**

Corrections Service employees are expected to conduct themselves in a manner which reflects positively on the Corrections Service, the Department of Justice and the public service, by working co-operatively to achieve the objectives of the Service. The COPC is based upon the overarching principles that guide the Corrections Service as outlined

in section 3 of the *Corrections Act* (NWT). These guiding principles are:

- a) *protect the public, hold inmates and offenders responsible and accountable, and promote the healing and rehabilitation of inmates and offenders and their reintegration into the community;*
- b) *ensure inmates are provided with a healthy, safe, secure and humane living environment;*
- c) *ensure that the policies, programs and practices developed or used under this Act are respectful of the dignity of individuals and take into account age, gender, cultures and abilities of inmates and offenders, wherever appropriate, including being responsive to the particular needs of women and other individuals with special requirements;*
- d) *ensure that members of the Corrections Service conduct themselves lawfully, ethically and professionally;*
- e) *ensure that staff members are given*
  - i. *training opportunities wherever possible, including training respecting the cultural heritage and history of the Indigenous peoples of the Northwest Territories,*
  - ii. *working conditions that encourage integrity and personal accountability,*
  - iii. *opportunities to effectively work with inmates and offenders, and*
  - iv. *opportunities to participate in the development of corrections policies and programs;*
- f) *ensure that any restrictive measures imposed on a person under this Act are the minimum necessary for the protection of the public and other persons;*
- g) *ensure that disciplinary and corrective measures or other restrictive measures imposed on inmates under this Act are applied in accordance with the law and respect procedural fairness;*
- h) *encourage opportunities by departments and public agencies of the Government of the Northwest Territories, other governments including governments of Indigenous peoples, organizations and members of the public, to assist with the healing, rehabilitation of inmates and offenders and their reintegration into the community.*

This COPC affirms these principles as its foundation.



## CODE OF PROFESSIONAL CONDUCT (COPC)

The COPC as established by the *Corrections Act* (NWT) is outlined in the following areas of Corrections Service employee expectations and related responsibilities.

1. Responsible discharge of duties;
2. Appropriate conduct and appearance;
3. Contributing to a positive work environment;
4. Professional relationships with Inmates/Offenders and former Inmates/Offenders;
5. Disclosure of any conflicts or perceived conflicts of interest; and
6. Protection and appropriate sharing of information.

## RESPONSIBLE DISCHARGE OF DUTIES

As Corrections Service employees we are expected to fulfill our duties in a diligent and competent manner with courtesy and promptness with due regard for the principles contained in the *Corrections Act* (NWT), our Values, Mission and Vision statement as well as in accordance with policies and procedures laid out in legislation, directives, manuals and other official documents that govern the Service.

We will follow the lawful direction of our supervisor and will act with honesty, courtesy, fairness, dignity, respect and impartiality in the conduct of our professional duties. Under no circumstances shall we engage in or support the behaviour of others that is threatening, humiliating, bullying, or degrading, including use of hateful words, comments or gestures. We will respect the dignity and human rights of colleagues, persons under supervision, other employees, visitors, contractors and members of the public in a fair and equitable manner.

As Corrections Service employees examples related to the **responsible discharge of duties** include but are not limited to:

- a) we take appropriate action when an employee has failed to observe the standards of professional conduct, a breach of discipline or any other irregularity;
- b) we take, to the utmost of our ability, appropriate action when an person under supervision fails to comply with the rules of the facility or conditions for which they are subject to;
- c) we are punctual, and keep supervisors informed of lateness, being absent from duty only upon receiving required authorization and not leaving assigned places of duty until authorized to leave;
- d) we ensure that all documentation for which we are responsible (e.g. record of

- attendance, logs, reports, performance of duty) is accurate prior to signing;
- e) we maintain awareness of the requirements of my position and potential consequences should I fail to adhere to such requirements, up to and including criminal code violations. Some examples of these are found in S.26, S.69, S.122, S.146, and S.147 of the *Criminal Code* (Canada);
  - f) (facility staff) restrict the use of force to that which is reasonable and necessary to carry out their duties, in accordance with section 30(2) of the *Corrections Act* (NWT);
  - g) (facility staff) take appropriate action, including the reasonable degree and means of force in accordance with section 30(1) of the *Corrections Act* (NWT);
  - h) we properly account for and safeguard any money or property that comes into my possession in the course of my duties as provided for in policy;
  - i) we report to the applicable supervisor any contraband seized in accordance with applicable legislation
  - j) we do not take or borrow for personal use any goods or supplies purchased by or supplied to the Corrections Service;
  - k) we use government equipment, including but not limited to vehicles, radios, phones, computers, internet and electronic mail according to policy;
  - l) we make reasonable efforts to avoid and prevent unjustified waste, loss or damage to any property in their professional care;
  - m) we adhere to established safety practices;
  - n) we promptly report a work accident;
  - o) we use due and reasonable care while on duty to prevent risk or harm to any person;
  - p) we co-operate with any investigation that is conducted or authorized by supervisory staff or that is conducted in accordance with applicable legislation; and
  - q) if in a supervisory role, we take appropriate action when an employee acts contrary to the GNWT Code of Conduct and the Code of Professional Conduct.

## CONDUCT AND APPEARANCE

As Corrections Service employees our behaviour, **on and off duty**, should reflect positively on the Division and the public service. This includes our presence and information contained on any social networking sites. Professional and ethical conduct is a personal responsibility for all Corrections Service employees. We will present ourselves in a manner that promotes a professional image, both in our words and our actions. Our conduct and appearance will comply with policy directives, convey professionalism, and will be consistent with health and safety requirements.

Corrections Officers and Probation Officers are held to a higher standard of conduct, both on and off duty. If the professionalism that is required is not adhered to the officer may be jeopardizing their career. A criminal code violation may not mean that a construction worker gets disciplined at work, but a corrections officer is expected to obey the laws.

Guidelines related to employee **conduct and appearance** include but are not limited to:

- a) Treat others with respect, dignity and courtesy, using appropriate language within the work place and in all circumstances related to our duties;
- b) Not sleep while on duty or be so positioned as to give the appearance of sleeping;
- c) Remain vigilant, alert and awake at all times while on duty at an assigned post or location to ensure the safety and security of inmates, staff and the public;
- d) Only engage in work related activities at my assigned post or designated work location (e.g. no watching entertainment media; such as television, movies, while on shift; including night shift);
- e) Only use the internet provided by the workplace in support of work related projects;
- f) Present a professional image while on or off duty and anytime while in uniform that appropriately reflects our duties, health, safety and security considerations;
  - i. if uniform is required, ensure that my uniform is neat and in good repair;
  - ii. wear the required uniform or otherwise meet dress code requirements while on duty, unless otherwise instructed by my supervisor;
  - iii. not wear a uniform or any part of a uniform outside of working hours, except as provided for in policies and procedures or with the specific consent of my supervisor;
  - iv. not alter my uniform in any manner, except for alterations to accommodate size requirements with the consent and approval of my supervisor;

- g) Use identification materials (e.g. uniforms, identification cards, Peace Officer Badge) as per policy provisions and return all items when I cease to be employed by the Division;
- h) Not consume or bring an intoxicant (including alcohol, cannabis or illegal drugs) at or to the workplace;
- i) Not to report for duty while under the influence of, or impaired by an intoxicant, including alcohol or cannabis, nor with the odour of any substance present. The misuse of alcohol, cannabis, prescription drugs or use of illegal substances during off-duty hours may compromise the professional credibility and the reputation of the NWT Corrections Service;
- j) Advise my supervisor if taking or have discontinued a prescribed medication that will or may affect safety or security. No personal health information need be disclosed;
- k) Notify my supervisor of any personal situations including any criminal charges, allegations or if I am knowingly under investigation for a criminal offence;
- l) While off duty, not associate or interact with people who are known to be involved in illegal activities;
- m) Be diligent in maintaining the requirements of my position (e.g. driver's license, certifications) and notify my supervisor of anything that might affect these requirements;
- n) **Social Networking** (online conduct)
  - i. I will not access any social networking sites (e.g. Facebook, Twitter, dating sites, etc.) on any GNWT computer or any GNWT devices;
  - ii. I am responsible for my internet postings and social network participation and will exercise good judgment and common sense;
  - iii. My participation in any social networking site must not conflict with my role within the Department of Justice, GNWT and must in no way harm the Department of Justice, GNWT's reputation or the reputation of the Department or GNWT's clients;
  - iv. When participating in any social networking site, I shall not comment on the Department of Justice, GNWT, my work within the Department of Justice, GNWT or my colleagues within the Department of Justice, GNWT;
  - v. Unless done in an official capacity, I will not post on the internet or take part in media of myself or other employees in uniform, nor shall I upload any other inappropriate media of myself or other employees for public viewing;
  - vi. I will not use Government E-mail to register for any social media sites; however, I am permitted to list the Department of Justice, GNWT as my employer on such sites if I choose.

## CONTRIBUTING TO A POSITIVE WORK ENVIRONMENT

All employees are expected to contribute to a safe and healthy work environment, free of harassment and discrimination. Employees agree to foster and maintain positive working relationships based on mutual respect, dignity and cooperation. **All GNWT employees are to abide by the Harassment Free and Respectful Workplace Policy.** It is understood that supervisors will take prompt action when they become aware of discrimination, harassment or disrespectful treatment.

For the purposes of this Section,

- a) “Discrimination” means any actions or words directed toward an individual that cause an uncomfortable atmosphere in the work environment or result in unequal and usually less favourable treatment of the individual, including unequal treatment based on any of the following:
- i. race,
  - ii. ancestry,
  - iii. place of origin,
  - iv. colour,
  - v. ethnic origin,
  - vi. citizenship,
  - vii. creed or religion,
  - viii. gender or gender identity,
  - ix. political belief,
  - x. medical condition, including pregnancy,
  - xi. source of income,
  - xii. sexual orientation,
  - xiii. age,
  - xiv. record of offences,
  - xv. marital or family status,
  - xvi. disability;
- b) “harassment” as defined in the GNWT’s Harassment Free & Respectful Workplace Policy means unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual’s dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual based on one or more prohibited grounds of discrimination listed in the Human Rights Act.

It is our responsibility to improve the overall health and safety of the workplace. We must strive to maintain a positive work environment free of discrimination and harassment of any kind. Examples related to **contributing to a positive work environment** include but are not limited to:

- a) Acting in a respectful and inclusive manner, treating **every person** (which includes employees, inmates/offenders, former inmates/offenders, volunteers, contractors and the public) with fairness, respect, equality, courtesy and understanding;
- b) Being professional, by word and action, in all interactions with others, while on-duty or off-duty, under any circumstances related to my duties;
- c) Not using indecent or profane language, making offensive remarks or engaging in offensive behaviour;
- d) Complying with all legislation and policies relating to occupational health and safety;
- e) Act on or bring any security or safety issues to the attention of my supervisor;
- f) Reporting any personal relationships involving myself and another staff member to my supervisor (even if not in a direct reporting relationship);
- g) Not engaging in or condoning any act of workplace personal, harassment, discrimination or bullying by or against others in the workplace (including those presented in social media environments);
- h) Speaking up against discrimination, harassment and bullying in the work environment;
- i) Facilitating and supporting the work of other employees while on duty or in circumstances related to their duties;
- j) Supporting an atmosphere of creative and positive thinking, recognizing and welcoming, and showing respect for the traditions, beliefs and diverse backgrounds of all individuals and groups, provided they are consistent with the law.

## **PROFESSIONAL RELATIONSHIPS WITH INMATES/OFFENDERS AND FORMER INMATES/OFFENDERS**

Interactions with inmates/offenders, former inmates/offenders and their families must be maintained at a professional level at all times. Interactions shall demonstrate honesty, fairness and integrity. We will actively encourage and assist those under the supervision of the Corrections Service to become law abiding citizens. This includes establishing healthy communication with inmates/offenders and their families to encourage successful reintegration into the community.

**Unauthorized relationships with inmates/offenders, former inmates/offenders or their families can create a conflict of interest.** We will promote a safe and secure workplace, avoid conflicts of interest and immediately report any conflict of interest or potentially perceived conflict of interest situations, including personal relationships with inmates/offenders, former inmates/offenders or members of their family to our supervisor.

Examples related to employee **interactions with inmates/offenders, former inmates/offenders and members of their family** include but are not limited to:

- a) Being positive and professional by word or action, when interacting with inmates/offenders, former inmates/offenders or their friends or families;
- b) Treating inmates/offenders, former inmates/offenders and their families fairly and with courtesy, respect and honesty while on duty or in circumstances related to their duties;
- c) Where possible, avoiding personal relationships with inmates/offenders, former inmates/offenders and their families other than those established through their duties;
- d) Refraining from performing a personal favour for an inmate/offender, former inmate/offender or their friends or families, if it involves engaging in an activity that is beyond the scope of the employee's duties or violates the rules established by policy, even if the inmate/offender or former inmate/offender is a personal friend or relative;
- e) Not writing a letter for, making telephone calls for, or in any other manner relay or convey a written or verbal message to or from an inmate/offender who is in custody in a correctional center, beyond the scope of the employee's duties;
- f) refraining from providing legal advice to an inmate/offender or their family or associates;
- g) Refraining from discussing the employee's personal affairs, those of their coworkers, or the personal affairs of others, with inmates/offenders, their associates or their families;

- h) Not giving to, or receiving from inmates/offenders, former inmates/offenders, or their friends or families, either directly or indirectly, any contraband, gift, gratuities, benefits, favours or item of value;
- i) Report to my supervisor if I have been contacted by an inmate/offender, a former inmate/offender, or their families, outside the workplace (report should include the nature and substance of the contact);
- j) Immediately reporting to my supervisor any sexual advances or inappropriate requests made to me by inmates/offenders, former inmates/offenders or their families;
- k) Ensuring that no pictures, portraits or personal information of any employee are provided to an inmate/offender or former inmate/offender;
- l) Not make arrangements or meet a former inmate/offender or member of a former inmate/offender's family without prior knowledge and authorization from my supervisor;
- m) Obtaining authorization from my supervisor prior to entering into any kind of personal or business relationship with inmates/offenders, former inmates/offenders, or their friends or families;
- n) All relationships between staff and inmates/offenders shall be of a strictly professional nature and shall be in accordance with the job description of the employee. If there is a new or pre-existing relationship, I must inform my supervisor immediately;
- o) Certain relationships or associations with inmates/offenders and former inmates/offenders are generally inappropriate and **must** be immediately disclosed to my supervisor. These inappropriate relationships include, but are not limited to:
  - i. financial agreements,
  - ii. personal or business transactions;
  - iii. sharing accommodations;
  - iv. sexual or close personal relations;
  - v. using their services or contacts for personal gain;
  - vi. concealing or failing to report illegal activities; and
  - vii. receiving gifts, gratuities, benefits or favours.



## CONFLICT OF INTEREST

Employees of the Corrections Service are governed by various forms of Legislation and policies including but not limited to the *Corrections Act* (NWT), *Conflict of Interest Act* (NWT), Divisional Directives, Human Resource and Financial Management Manuals as well as the *Criminal Code* (Canada). We cannot use or appear to use our employment or position for personal gain or advantage.

Employees shall seek further clarification and advice from their supervisor on any potential conflict of interest.

Guidelines related to **conflict of interest** include but are not limited to:

- a) Employees must perform their duties with honesty and integrity and arrange personal matters in a way that prevents and avoids any perceived conflict of interest;
- b) Employees must disclose any situation that may be perceived as a conflict of interest as contained in the Code of Conduct (NWT) for the Public Service and this document (COPC) to my supervisor, including but not limited to any relationships or inappropriate interactions with inmates/offenders, former inmates/offenders and their families and comply with the supervisor's decision with respect to declaring the potential conflict of interest;
- c) Employees must avoid entering into any business, private ventures or relationships which may be, or appear to be, in conflict with our duties as Corrections Service employees and our overall responsibilities as a public servant;
- d) Employees must not accept without their supervisors' approval any payment, gift, honorarium or service that could be viewed as a payment for services rendered through my employment. Gifts of small intrinsic value (under \$100.00) that are received as part of the business protocol, hospitality or social obligation that normally accompany the duties or responsibilities of the employee and that cannot be viewed as payment may be authorized if approved by my supervisor;
- e) Employees must obtain authorization from the Director of Corrections before trading in intellectual property that has been developed by employees for use within the Corrections Service Division;
- f) Employees must not engage in activities that detract from performance of my duties, such as extended personal visits during hours of duty, leaving the workplace to engage in personal errands, or engaging in lengthy personal telephone calls;
- g) Employees must not use their professional position, title or authority for personal advantage in dealing with others;

- h) Employees must adhere to restrictions that are required by GNWT policies governing the involvement of public service employees in political activities;
- i) Employees may benefit from government programs, services, and initiatives only to the extent that a member of the public could benefit from them;
- j) Employees may benefit from information that is obtained in the course of their employment only to the extent that a member of the public could benefit from it;
- k) Employees must not benefit from or permit the use of government property, including property leased to the government, or government services for anything other than the performance of official duties and functions, except to the extent that a member of the public could use or benefit from them;
- l) Unless awarded through public tender, employees must disclose the existence of any contract or agreement my spouse or dependent child may have with the GNWT or with any minister or department of the GNWT;
- m) Employees must seek approval prior to obtaining outside employment or becoming involved with volunteer organizations and political activities. Outside employment/activities must not adversely affect my availability for shifts, assignments or responsibilities with the Service or adversely affect my mental or physical capacity to fulfill job duties.

## PROTECTION AND SHARING OF INFORMATION

Information acquired throughout our employment will be treated in a manner consistent with the *Access to Information and Protection of Privacy Act* (NWT), and the Oath of Confidentiality taken by all employees of the Corrections Service. Employees will ensure that appropriate information is shared in a timely manner with persons under supervision, with other criminal justice agencies and with the public, including victims, as required by legislation and policy.

Supervisors are responsible for providing employees with direction and guidance concerning the protection and release of information.

Examples related to confidentiality and the **protection and sharing of information** include but are not limited to:

- a) Ensuring all information, including written, electronic, audio/video or other information published, distributed or circulated by the Corrections Service is safeguarded (includes but is not limited to any documents, assessments, reports, directives, standing orders and manuals);
- b) Ensuring all forms of documentation and records, including but not limited to written, electronic, audio/video or other information published, distributed or circulated by the Corrections Service is safeguarded;
- c) Not remove any original or copy of a ledger, journal, report or record from my workplace unless approved by my supervisor;
- d) Be mindful of obligations to protect confidential information and observe the provisions of the *Access to Information and Protection of Privacy Act* (NWT);
- e) Obtaining authorization from the Department of Justice or Technology Service Centre (TSC) Information Technology personnel prior to installing hardware or software and follow the GNWT Information Technology and Justice Department Security Policy;
- f) Not communicate any information about the workplace or about an inmate/offender or former inmate/offender, unless communicating the information is required in the course of my duties;
- g) Not communicate with or provide information to agents of the news media about policies, incidents or other circumstances relating to functions performed by the Corrections Services Division without authorization from the Director of Corrections;
- h) Disclose confidential information only if obligated to disclose it, and only in accordance with policies and procedures, or law;

- i) Not use confidential information obtained in the course of duty for actual or anticipated gain;
- j) Not write a letter for, make a telephone call for or in any other manner relay or convey a written or verbal message to or from an inmate, except as necessary to convey a message to another person on behalf of an inmate who is unable to do so because of illness or other reason and as approved by my supervisor.

## **MY COMMITMENT TO THE CORRECTIONS SERVICE CODE OF PROFESSIONAL CONDUCT**

By signing this document I am confirming that I have read and recognize that it is my duty to follow the Corrections Service Code of Professional Conduct (COPC) and to comply with applicable legislation and policies that govern my employment. I understand there are consequences to not adhering to the COPC and that even if I do not sign this document I am still obliged to comply with the COPC and associated legislation and policies.

I understand that I should consult my supervisor regarding any questions not answered in this document.

I will ensure that I fulfill my duties courteously and appropriately and model behaviour in compliance with the Corrections Service Code of Professional Conduct.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**