



2024–2025 Annual Report on Addressing Misconduct and Wrongdoing at the Canada School of Public Service



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Introduction

In the interest of transparency, the Canada School of Public Service (the School) is pleased to present its first annual report on employee misconduct and wrongdoing, covering data from the 2024–2025 fiscal year.

This first annual report was developed through the collaborative efforts of key internal partners, including the Values and Ethics team, Labour Relations, Security, the Harassment and Violence Prevention team, and the Disclosure of Wrongdoing Office. It provides a summary of the cases of misconduct and wrongdoing that were substantiated within the department during the 2024–2025 fiscal year, along with the actions taken by the School in response.

Additionally, the report outlines both informal and formal mechanisms available to employees for reporting concerns, ensuring they are aware of the resources and support systems in place.

Your feedback is important to improve subsequent editions of this annual report. Please send comments and suggestions to valuesandethics-valeursethique@cspc-efpc.gc.ca.

Departmental Context

With the hard work of approximately 700 employees across the country, the School delivers on its mandate to provide a range of learning activities to build individual and organizational capacity and management excellence within the public service.

As stated in the [Values and Ethics Code for the Public Sector](#), the School is expected to take steps to integrate the five core values from that code into their decisions, actions, policies, processes and systems. These values guide employees in everything they do. School employees, as well as those delivering services on behalf of the School, are expected to reflect these values in their work and behaviours. In alignment with the [Code of Conduct for the Canada School of Public Service](#), everyone at the School, whether they are employees, consultants or learners, can expect to be treated in accordance with these values.

Misconduct and Wrongdoing

Misconduct is defined as any action whereby an individual willfully contravenes an act, a regulation, a rule, a departmental or Treasury Board policy instrument, an approved procedure, a departmental code of conduct, a reasonable and lawful management request, or the Values and Ethics Code for the Public Service. In short, it is any action whereby an employee willfully contravenes any of the obligations they agree to abide by when becoming an employee of the department.

Wrongdoing is strictly used to describe incidents addressed under the [Public Servant Disclosure Protection Act](#). As per the Act, wrongdoing is defined as:

- a) a contravention of any act of Parliament or of the legislature of a province, or of any regulations made under any such act, other than a contravention of section 19 of the *Public Servant Disclosure Protection Act*
- b) a [misuse of public funds or a public asset](#)
- c) a [gross mismanagement in the public sector](#)
- d) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of the duties or functions of a public servant
- e) a [serious breach of a code of conduct](#) established under section 5 or 6 of the *Public Servant Disclosure Protection Act*
- f) knowingly directing or counselling a person to commit a wrongdoing set out in any of paragraphs (a) to (e)

Addressing Misconduct and Wrongdoing at the Canada School of Public Service

All School employees should feel confident and safe reporting any concerns or situations regarding potential misconduct or wrongdoing, without fear of reprisal. Several recourse processes are available to employees who encounter real or apparent misconduct or wrongdoing. Further details on these processes are provided in Annex A, including information on available mechanisms and resources.

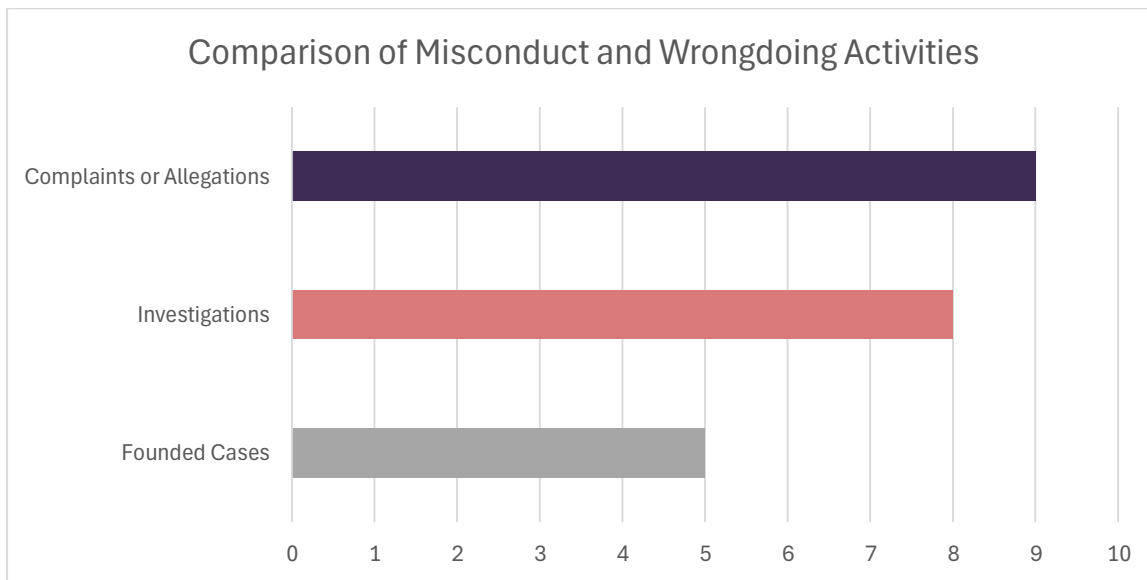
Managers are always available as the first point of contact to help employees navigate the process and address any concerns. Employees may also reach out to the [Office of the Ombuds](#) for confidential and informal services and assistance, or to navigate the various recourse options.

The School addresses all suspected cases of misconduct and wrongdoing in accordance with the policies and guidance of the department and the Government of Canada. This includes ensuring fair and objective investigative processes when necessary, conducting investigations as promptly as possible, taking all measures to protect the confidentiality of collected information and the privacy of individuals involved, and upholding procedural fairness throughout.

2024–2025 Findings

In fiscal year 2024–2025, nine (9) complaints or allegations of misconduct or wrongdoing were brought forward. One (1) case was resolved informally and reported for informational purposes only, and eight (8) cases resulted in internal investigations being launched. Of these, five (5) disciplinary cases were deemed founded and resulted in two (2) written reprimands, two (2) suspensions without pay, and one (1) termination for cause.

Additionally, the School participated in an investigation of wrongdoing launched by another department under the *Public Servants Disclosure Protection Act* involving an allegation concerning a former employee. The department responsible for leading the investigation is accountable for reporting on the actions taken.



Conclusion

The Annual 2024–2025 Report on Addressing Misconduct and Wrongdoing at the Canada School of Public Service is the first edition of this annual report and represents a significant step forward in the department's commitment to ethical conduct, accountability and transparency.

This report emphasizes the department's dedication to thoroughly investigating all allegations of misconduct and wrongdoing, ensuring that any substantiated cases result in appropriate actions.

In addition, the report provides valuable information on the resources, support services, and recourse mechanisms available to School employees, aiming to raise awareness and empower individuals to actively contribute to creating a respectful, healthy and inclusive workplace.

Above all, this report reflects the department's unwavering commitment to maintaining the highest standards of professionalism and ethical conduct.

Annex A

Everyone has the right and the responsibility to speak up when a difficult issue occurs. Any employee can report an issue of concern, regardless of their employment classification or status.

Follow the steps below if you have experienced, witnessed or been informed of an incident.

Step 1

Contact:

- your manager, if you feel comfortable to do so
- the [Office of the Ombuds](#), as a confidential safe space for employees to raise concerns outside the formal reporting channels

Depending on the issue and your situation, you may also want to speak to a union representative. Executives can reach out to the [Association of Professional Executives of the Public Service of Canada](#) (APEX).

Step 2

The following School teams can help you initiate informal and formal mechanisms, including investigations into misconduct and wrongdoing.

The School team you will contact depends on the issue at stake.

- The [Values and Ethics team](#) provides advice and guidance on the [Values and Ethics Code for the Public Service](#), the [Code of Conduct for the Canada School of Public Service](#), the Treasury Board of Canada Secretariat's [Directive on Conflict of Interest](#), the [Guidance for Public Servants on their Personal Use of Social Media](#), and on political activities. It also reviews conflict of interest disclosures to determine whether outside employment or other activities may create a real, apparent or potential conflict of interest, or otherwise undermine the impartiality of the public service or the objectivity of public servants.
- The [Harassment and Violence Prevention team](#) is responsible preventing and resolving all incidents of harassment and violence in the workplace, as well as providing support to those involved. All communication with the team is confidential and can be anonymous unless the disclosure of information is necessary to enforce relevant laws.
- The [Disclosure of Wrongdoing Office](#) is one of several issue resolution mechanisms designed to support a healthy, ethical workplace in which employees feel comfortable raising concerns, including possible wrongdoing, and in which "rightdoing" is the norm.
- The [Labour Relations team](#) provides advice and guidance to management on union-management relations, conditions of employment (such as legislation, collective agreements, policies and

directives), managing unsatisfactory performance, discipline, disability management and the duty to accommodate, labour relations grievances and human rights complaints.

- The [Security team](#) is responsible developing and delivering a robust security infrastructure to promote and advance a culture of protecting the School's physical and information assets and its employees.