

1.0 Authorities

- 1.1 The Conduct Abroad Code cannot prepare representatives and their managers for every situation that may arise while abroad, which is why lines of communication must remain open and lines of responsibility and accountability must be respected. When unsure of how to manage a delicate situation, or aware of conduct which could compromise the integrity of Canada's reputation, representatives are responsible for raising the situation with the appropriate senior official—usually their manager and the HOM. In cases where the matter involves a representative's manager or HOM, he/she may also choose to review the matter with the Values and Ethics division at Foreign Affairs Canada (FAC) or the corresponding division in his/her own department in consultation with their union representative. Every effort will be made to contain such inquiries to those who can best assist the representative and his/her dependents, while protecting Canada's reputation.
- 1.2 HOMs in turn should ensure that employees have read and understood the Conduct Abroad Code, and should manage actions inconsistent with the Conduct Abroad Code by accessing the range of support provided to missions by Foreign Affairs Canada. This includes the Values and Ethics Division (ZVE), Counselling and Consultation Services (HEC), Staff Relations and Occupational Health and Safety Division (HSS) and the Office of the Inspector General. Bargaining agents can