

National  
DefenceDéfense  
nationale

# DEFENCE ETHICS PROGRAMME

## Aide-memoire



Canada

## DEFENCE ETHICS PROGRAMME (DEP)

The Department of National Defence (DND) and the Canadian Armed Forces (CAF) are responsible for the defence of Canada, its people and its parliamentary democracy. DND employees and CAF members must be committed in applying the highest ethical standards in all decisions and actions, whether at home or abroad.

[www.canada.ca/defence-ethics](http://www.canada.ca/defence-ethics)  
[ethics-ethique@forces.gc.ca](mailto:ethics-ethique@forces.gc.ca)

### ETHICAL PRINCIPLES AND EXPECTED BEHAVIOURS

#### 1. RESPECT THE DIGNITY OF ALL PERSONS

- Treat every person with respect and fairness.
- Value diversity and the benefit of combining qualities and strengths.
- Contribute to harassment and discrimination free workplaces.
- Work together in a spirit of openness, honesty and transparency.

#### 2. SERVE CANADA BEFORE SELF

- Act and make decisions in the public interest.
- Perform your duties and your responsibilities to the highest ethical standards.
- Avoid or prevent situations that could give rise to conflicts of interest.
- Provide open, candid and impartial information, analysis and advice.

#### 3. OBEY AND SUPPORT LAWFUL AUTHORITY

- Respect the rule of law.
- Work objectively and in accordance with legislation, policies and directives.

*(The ethical principles are in order of precedence.)*

### SPECIFIC VALUES AND EXPECTED BEHAVIOURS

#### INTEGRITY

- Maintain everyone's trust in you through your actions.
- Adhere to the highest ethical standards and act with honesty.
- Dedicate yourself to fairness and justice.
- Use your official roles appropriately.
- Prevent and resolve any conflicts of interest.

#### LOYALTY

- Carry out the lawful decisions of your leaders.
- Safeguard information and disclose it only after proper approval.
- Ensure that all personnel are treated fairly.

#### COURAGE

- Face physical and moral challenges with determination and strength of character.
- Make the right choice amongst difficult alternatives.
- Refuse to condone unethical conduct.
- Discuss and resolve ethical issues.

#### STEWARDSHIP

- Use public money, property and resources effectively and efficiently.
- Consider the effects of your actions on people and the environment.
- Acquire, preserve and share knowledge and information as appropriate.
- Provide purpose and direction to motivate personnel to strive for the highest standards.

#### EXCELLENCE

- Improve the quality of policies, programs and services.
- Foster or contribute to an environment that promotes teamwork, learning and innovation.
- Provide fair, timely, efficient and effective services that respect official languages.

This Aide-memoire is based off of the *Statement of Defence Ethics* and the *DND and CF Code of Values and Ethics*.

## ETHICAL DECISION MAKING



### PERCEIVE

- What is the problem?
- What are the facts? What are the assumptions?  
(What? Who? When? Where? Why?)



### JUDGE AND DECIDE

- What are the obvious courses of action?
- Are there other possible options?
- Which principles, values and results are at play for each option, including the option to do nothing?
- Based on your analysis, decide on the preferred course of action.



### ACT AND LEARN

- Act upon your decision.
- Be prepared to defend your decision.
- Anticipate conflicting views.
- Learn from your decision.