

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

A: POLICY

- 1.1 The Board recognizes that a high standard is expected of a public body where the employment, contractual, and purchasing requirements may vary widely throughout many departments and schools. It is essential that staff maintain the highest standard of public trust and integrity. Consequently, the existence of policy and administrative regulations governing ethics demonstrates that all reasonable measures will be taken in daily activities, the establishment of employment opportunities, contracts, and purchases of goods and services.
- 1.2 Board personnel must strive to act in the best interest of the Board and, in the discharge of their duties, must not abuse their authority or office by using their positions or the resources of the Board for personal or private gain, or to promote political or personal interests.
- 1.3 All Board Personnel are expected to be aware of, and comply with, this Board Personnel Code of Conduct (the "Code") and its related policies.
- 1.4 This Code clarifies the Board's expectations of its personnel and re-affirms our commitment to caring for our employee's needs and maintaining fiscal responsibility on behalf of the public and our employees. It provides a guide for consistent behaviour in delivering services. It brings together the principles contained in various Board documents, departmental policies and plans. In short, this Code is simply a formal statement of the policies and principles of conduct the Board has always embraced. Contravention of this code is a serious matter to the Board and the public, and will be treated as such.

B: GUIDELINES

2. Scope

2.1 General Standard

This Board Personnel Code of Conduct (the "Code") represents general standards.

2.2 Other Professional Codes

It is understood that some Board personnel will also be governed by a professional code of ethics.

2.3 Minimum Expectation

The expectation for Board personnel shall never be less than is outlined in this Code.

2.4 Application

2.4.1 This Code applies to all employees, volunteers and Catholic school council members.

3.4.1 This code applies on school property, school buses, at school related events and activities, or in other circumstances that could have an impact on the school climate.

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

2.5 Violation of Code of Conduct

- 2.5.1 The Code's references to guidelines and policies, as well as related expectations, re-affirms the Board's commitment to integrity, objectivity and professionalism in delivering services to the public. Maintaining citizen's confidence and trust in the Board and its personnel is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.
- 2.5.2 All Board personnel are expected to be aware of, and act in compliance with, this code and its related policies. Violation of these principles is a serious matter and will be dealt with as such by the Board. All personnel who have contravened these requirements, including the "reporting allegations" obligation to report any knowledge of wrongdoing, shall be subject to appropriate disciplinary action (up to and including dismissal).

2.6 Reporting Allegations

- 2.6.1 In addition to the self-disclosure obligation, any evidence of fraud, breach of trust or other wrongdoing by another employee must be reported to a supervisor or to the Director of Education. Every effort will be made to protect the confidentiality of such information.
- 2.6.2 All personnel must cooperate during an investigation of suspected wrongdoing in relation to any activities outlined in this Code. Retaliation against someone who is a witness or is involved in such investigations is prohibited. Employees shall maintain the right of representation as outlined in their collective agreements.
- 2.6.3 When in doubt about the interpretation or application of this Code, clarification should be sought from a supervisor or the Director of Education.

2.7 Ethical and Professional Expectations

- 2.7.1 All Board personnel shall:
- respect and comply with all applicable federal, provincial and municipal laws;
 - demonstrate honesty and integrity;
 - respect differences in people, their ideas, and their opinions;
 - treat one another with dignity and respect at all times, and especially when there is disagreement;
 - respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
 - respect the rights of others;
 - comply with licenses and copyright requirements;
 - show proper care and regard for school property and the property of others;
 - take appropriate measures to help those in need;

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

2.7.2 Ethical and Professional Expectations (continued)

- seek assistance from a member of the staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- refrain from using profane, vulgar or obscene language at work;
- refrain from engaging in bullying;

3. Confidential Information

3.1 Access

An employee may have access to confidential information by reason of his/her employment with the Board.

3.2 Confidentiality

Any employee with access to confidential information must make every effort not to make such information available to others without the authorization of a supervisor.

A supervisor must make every effort to consult with management concerning the release of confidential information.

The Freedom of Information and Protection of Privacy Act and Regulations and other Board policy pertaining thereto must also will be consulted to ensure compliance.

3.3 Caution

Particular care and caution should be exercised when dealing with information that involves:

- a) Items under litigation;
- b) Personnel matters;
- c) Information about suppliers that might be useful to a competitor;
- d) Information that infringes on the right to privacy of others, including but not limited to staff and students;
- e) Information dealing with complaints where the identity of the complainant is given in confidence;
- f) Any items under negotiation;
- g) Any schedule of prices in a tender;
- h) Information relating to progress, conduct, disabilities or curriculum of a student.

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

4. Media Relations

4.1 Authorization

- 4.1.1 Only the Director of Education (or his/her designate) and Board members are authorized to comment publicly to the media as an official representative of the Board.
- 4.1.2 Staff should contact the Director's Office through the Communications Officer to obtain authorization to comment publicly to the media as an official representative of the Board.

4.2 Distinction

This Code is not however intended to restrict the ability of any employee to express an opinion on non-Board matters, where the employee makes it clear that he/she is commenting as a private citizen and not in his/her professional capacity.

5. Conflict of Interest

5.1 Financial Interest

An employee will be considered to have a conflict of interest where he/she or a member of his/her immediate family (mother, father, spouse, sister, brother, child, grandparent, including step and foster relatives) has a direct or indirect financial interest in a contract or proposed contract with the Board, and where the employee could influence the decision made by the Board with respect to the contract.

5.2 Requirement of Employees

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Board, or similar circumstances, the employee must advise his/her supervisor of the situation, in writing, and the supervisor will, if a conflict of interest is deemed to exist, make an appropriate alternative arrangement to handle the matter.

5.3 Employee Suppliers

Employees shall not directly sell goods, materials or services to the Board. Exceptions may be made where appropriate, with the approval of the Director.

5.4 Purchases for Personal Use

Board personnel may not receive preferential pricing from suppliers for personal use as a result of their employment with the Board. The exception to this is where the Board Purchasing Department has arranged for pricing that is available to all staff members.

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

6. Use of Board Property

6.1 Loans

Board policy applies specifically to the loaning of Board property for off-school premises use.
(See Policy 404 - Loan of Equipment)

6.2 Personal Use

Board property shall not be used by Board employees for personal use unless the terms of Policy 404 - Loan of Equipment, are met.

7. Gifts and Benefits

7.1 Parameters

In order to preserve the integrity and image of the Board, employees shall not accept business gifts other than items of nominal value.

7.2 Exceptions

The Board recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients of such courtesies should not allow themselves to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

Employees are under an obligation to consult with their supervisors prior to accepting specific gifts and benefits. Any such gifts or benefits must be of nominal value.

7.3 Frequency and Scale

The frequency and scale of hospitality accepted should be no greater than what the employee's supervisor would allow to be claimed on an expense claim, if it were charged to the Board.

7.4 Non-Biased Purchasing Policy

In order to preserve a non-biased purchasing policy, Board staff should not be able to benefit personally from Board purchasing, unless a specific exception is made in the interests of the Board.

8. Alcohol and Drug Use

8.1 Board Personnel must abide by applicable laws and regulations governing the possession or use of alcohol and drugs.

8.2 The Board prohibits the sale, purchase, transfer, distribution, or consumption of any alcoholic beverages by employees while on Board premises.

APPROVAL/REVISION

EFFECTIVE

REVIEW

DATE: October 29, 2018

DATE: November 6, 2018

DATE: November 5, 2023

CROSS REFERENCE: Policy #820 - Workplace Harassment Policy #703 - Code of Conduct
Policy #404 - Loan of Equipment Education Act and Regulations
Policy #315 - Expense Reimbursement Teaching Profession Act
Policy #831 - Progressive Discipline Policy # 511 - Social Media
Policy #406 - Internet and Electronic Communication

8.3 It is never permissible for employees to attend to their job duties and responsibilities under the influence of alcohol, drugs or other similar substances.

8.4 Employees who may be experiencing problems related to alcohol and drug use are encouraged to contact the appropriate Employee Assistance Program.

9. Fraud/Theft

9.1 In general, fraud is an act committed which, through deceit, falsehood or other such behaviour, either deprives the Board of its assets, property or other resources (this includes theft), or causes the Board to act to its own detriment or prejudice.

9.2 Fraud may include acts committed with the intent to deceive, involving either misappropriation of assets, property or other resources or misrepresentations of financial or other information to conceal such misappropriation, by such means as:

- Manipulation, falsification or alteration of records or documents
- Suppression of information, transactions or document.
- Recording of transactions without substance
- Misapplication of accounting principles.

9.3 All employees shall work in accordance with both the Board controls established to prevent fraudulent misconduct and all applicable laws, licenses, copyrights, regulations and government guidelines. All employees shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge of fraud to their supervisor or the Director of Education.

10. Severability

The provisions of this Code of Conduct are severable and if any provision, section or word is held invalid or illegal, such shall not affect or impair any of the remaining provisions, sections or words.