


Administrative Procedures 403

Code of Conduct

		Adopted: October 28, 2016
	External References:	Amended: September 9, 2019
		Internal References: <ul style="list-style-type: none">• AP 140 Responsible Use of Technology• AP 160 Health and Safety of Students and Staff• AP 165 Tobacco Free Environment• AP 401 Criminal Record and Vulnerable Sector Check• AP 402 Reporting Criminal Charges• AP 411 Communication and Confidentiality• AP 404 Employees – Alcohol and Drugs• AP 180 Local Authority Freedom of Information and Protection of Privacy• Form 403-1 Employee Review of Administrative Procedures• Form 446-2 Volunteer Review of Code of Conduct

Background

The Sun West School Division Code of Conduct applies to all employees and volunteers of the Division. Complying with the Division Code of Conduct and with all applicable laws, Board Policies and Administrative Procedures is considered part of the terms and conditions of employment with the Division.

Division employees are obligated to:

- Comply with all applicable laws, Board Policies and Administrative Procedures
- Use good judgment
- Conduct ourselves with honesty and integrity
- Maintain a safe and secure workplace
- Promote a work environment based on trust and respect
- Avoid conflicts of interest
- Keep organization information confidential
- Ensure open communication
- Ensure the workplace is free from alcohol, drug and tobacco use

Procedures

1. Respect and Ethical Responsibility in the Workplace

It is every employee's responsibility to fulfill the terms and conditions of their contract of employment and it is also each employee's responsibility to work with colleagues and students in mutually supportive ways to develop effective professional relationships with members of the educational community.

2. Personal Integrity

Every Division employee has a fundamental obligation to act honestly and with integrity at all times. As outlined in Administrative Procedures 401 Criminal Record and Vulnerable Sector Check and Administrative Procedures 402 Reporting Criminal Charges, every employee must inform the Director of Education or designate when they are charged with a criminal offence within 48 hours.

3. Harassment and Violence

Every Division employee has a right to work in a respectful environment that is free from harassment and violence. Refer to Administrative Procedures 432 Prevention of Harassment and Violence or contact a member of the Human Resources Department.

4. Conflict of Interest

All employees are expected to act at all times in the Division's best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. A conflict of interest occurs when an employee's personal interests interfere with, or might be seen by others to interfere with, the interests of the Division. In the event of a conflict of interest, employees will make the conflict known to the appropriate supervisor and remove themselves from the situation.

5. Confidentiality and Privacy

All employees are required to respect the privacy of students, families and staff and are required to maintain confidentiality of all information gained by virtue of being an employee, volunteer or trustee. Refer to Administrative Procedures 411 Communication and Confidentiality for more information.

6. Safe and Healthy Working Environment

The Division is committed to providing a safe and healthy work environment for all employees and to avoid adverse impact and injury to the environment. The Division is committed to comply with all environmental and workplace health and safety laws and regulations. Refer to Administrative Procedures 160 Health and Safety of Students and Staff.

7. Intellectual Property

Division employees create significant and valuable written works, technology and data compilations. They also identify problems and develop solutions by making improvements to equipment, tools and processes. These creations and solutions developed and owned by the Division constitute intellectual property. In general, employees should treat the Division's intellectual property as confidential information.

8. Use of the Internet, Email and Electronic and Social Media

Under no circumstances are employees authorized to engage in any activity that is illegal under local, provincial, federal or international law while using Division resources. When using Division computer systems, authorized users are responsible for the security of their passwords and accounts. All users accepting access to the Division computer systems consent to being monitored with network accounts being subject to reasonable search. Refer to Administrative Procedures 140 Acceptable Use of Technology.

9. Appropriate Work Attire

The Division encourages all employees to maintain a professional appearance while in the workplace, or while attending Division-sanctioned events. Expectations of appropriate work attire may vary for different roles.

10. Alcohol and Drugs

The Division has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned by the Division. Refer to Administrative Procedures 404 Employees – Alcohol and Drugs.

11. Local Authority Freedom of Information and Protection of Privacy Act

The Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act governs public bodies including school divisions. As a public organization, the Division has a need to collect personal information about students, parents and employees. The Division also has a corresponding duty to protect the privacy of that information and to allow access to information. Refer to Administrative Procedures 180 Local Authority Freedom of Information and Protection of Privacy.