

# Administrative Procedure 407

## Human Resources

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### EMPLOYEE CODE OF CONDUCT

#### BACKGROUND

Service to our students is the primary obligation of all charter board employees. It is expected that employees shall represent the charter board positively by providing the highest quality of service while acting in the best interests of the charter board.

Every decision and action of employees of the charter board must be legal, reasonable, and ethical. The Employee Code of Conduct is intended to guide employees in making decisions and interacting with the aforesaid goal in mind.

Charter board employees are responsible for knowing, understanding and complying with this administrative procedure. Breach of the guidelines and procedures or failure to comply could result in disciplinary action up to and including termination of employment.

The superintendent and principal are jointly responsible for the implementation of this administrative procedure.

#### PROCEDURES

These procedures complement any Code of Conduct that an employee should follow as an employee with the charter board.

The conduct of all staff acting on behalf of the charter board shall be above reproach at all times.

The following principles of employee conduct should be followed:

1. Charter Board Employees

- 1.1 Charter board employees are expected to:
  - 1.1.1 exercise common sense, good judgment and discretion;
  - 1.1.2 conduct themselves with honesty and integrity;
  - 1.1.3 conduct their employment responsibilities in a respectful and diligent manner;
  - 1.1.4 treat students, parents, community members and other charter board employees with dignity, respect and consideration;
  - 1.1.5 adhere to their respective conditions of employment and to the policies, practices, and procedures of the charter board;
  - 1.1.6 report to work fit to conduct their duties;
  - 1.1.7 comply with all applicable requirements set out in:
    - 1.1.7.1 federal and provincial legislation, acts and regulations; and
    - 1.1.7.2 charter board policies and procedures;
  - 1.1.8 exhibit best practices in the performance of their assigned duties and report, to their supervisor, any unsafe or hazardous situation; and
  - 1.1.9 understand that in the event an employee is absent from work without communicating with the appropriate supervisor for a period of five consecutive days, the position shall be considered abandoned, and therefore vacant.
- 1.2 Charter board employees shall not:

- 1.2.1 engage in discriminatory behaviour;
- 1.2.2 engage in behaviour that constitutes harassment or sexual harassment;
- 1.2.3 engage in bullying behaviour;
- 1.2.4 engage in activities that are deemed to be in a conflict of interest;
- 1.2.5 engage in behaviour that may compromise the charter board's image or reputation including activities that may disparage, defame, or embarrass the organization;
- 1.2.6 expose or subject any student to sexual contact, activity, behaviour or sexually explicit material;
- 1.2.7 engage in a relationship with a staff member, parent or community member that disrupts the school community or workplace;
- 1.2.8 be under the influence of, or provide others with alcohol, cannabis, cannabis-infused products or illegal drugs while on work premises or performing work related duties except when following a charter board authorized medical accommodation;
- 1.2.9 engage in retaliatory behaviour against anyone who uses the policies and procedures of the charter board;
- 1.2.10 disclose, discuss or share any confidential information except with other employees within the charter board for the purpose of allowing them or another employee to carry out his or her duties and shall maintain strictest confidence of information gained through their position; and
- 1.2.11 engage in activities which undermine the trust that exists between the employee and the charter board, or which are disrespectful, dishonest or detrimental to the interests or reputation of the charter board.

## 2. Conflict of Interest

- 2.1 Employees of the charter board shall be deemed to be in conflict of interest if they:
  - 2.1.1 are party to a subsisting contract with the charter board other than a contract of employment under which money of the charter board is payable or may become payable;
  - 2.1.2 have a shareholding interest in any private corporation (other than a corporation whose shares are publicly traded) which has a subsisting contract with the charter board under which money of the charter board is payable or may become payable;
  - 2.1.3 use information gained through their positions as employees of the charter board to gain benefit either directly or indirectly;
  - 2.1.4 disclose information gained through their positions as employees of the charter board for the benefit of themselves or others;
  - 2.1.5 are party to a contract with the charter board for the lease or purchase of real estate property or holdings; and/or
  - 2.1.6 engage in private endeavours, outside of official charter board duties, that provide the appearance of an opportunity for wrongdoing or unethical conduct, which include, but are not limited to:
    - 2.1.6.1 paid or unpaid activities beyond official duty;
    - 2.1.6.2 activities associated with a financial interest;
    - 2.1.6.3 relationships with third parties who may be associated with the charter board through employment or business.

- 2.2 Charter board employees shall not:
  - 2.2.1 use information or materials belonging to the charter board to gain financial benefit either directly or indirectly;
  - 2.2.2 enter into a contract with the charter board, either personally or through a third party;
  - 2.2.3 use their employment to gain personal advantage beyond the benefits provided by their employment contract;
  - 2.2.4 engage in employment, business, or transactions that are incompatible with the proper discharge of their duties or that may influence them unduly; and
  - 2.2.5 engage in private endeavors that might cause a perception of a conflict of interest, or that might bring the reputation of the employee or the charter board into disrepute. Private endeavors are all those aspects of an employee's activities outside the employee's employment duties and include, but are not limited to:
    - 2.2.5.1 paid and unpaid activities;
    - 2.2.5.2 relationships with third parties who may be:
      - 2.2.5.2.1 employed by the charter board;
      - 2.2.5.2.2 doing business with the charter board; and
      - 2.2.5.2.3 seeking employment or benefits from the charter board.
- 2.3 Charter board employees shall:
  - 2.3.1 refuse to grant special consideration, treatment, or advantage to any person or group beyond that which is available to everyone;
  - 2.3.2 disclose to their employer any financial, business, or commercial interest which may be interpreted as conflict of interest or conflicting with carrying out their duties; and
  - 2.3.3 refuse to place themselves in a position where they are under obligation to any person(s) who might benefit or seek preferential treatment.

Supervisors shall not exercise favouritism in the decision to employ, place, or promote any applicant for employment.

### 3. Criminal Conduct

- 3.1 All current employees must disclose any record of a criminal conviction including the details of the offense since their original hire date.
- 3.2 All persons offered employment with the charter board must disclose any record of a criminal conviction.
- 3.3 An individual's employment with the charter board may be terminated as a result of a criminal conviction.

### 4. Gifts and Payment

- 4.1 Charter board employees shall not accept or provide a gift, payment, favour or service from or to any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:
  - 4.1.1 is other than a normal exchange of hospitality between people doing business; or
  - 4.1.2 affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the charter board; or

4.1.3 may create the appearance of undue influence.

5. Use of Westmount property

- 5.1 Charter board equipment, consumable materials, and property shall only be used for conducting charter board business.
- 5.2 Principals or managers may authorize the use of charter board equipment by a charter board employee off work premises provided the required documentation is completed, tracked and retained by the direct supervisor.
- 5.3 Charter board property, including equipment and material shall not be used for personal benefit, gain or non-charter board use without supervisor approval and documentation.
- 5.4 Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear, loss or damage to charter board owned equipment or material entrusted to their care.
- 5.5 Employees shall recognize that all technology is the property of the charter board, and is to be use according to existing technology administrative procedures or agreements. It is recognized that some departments may develop specific rules for handling charter board property and information.

6. Outside Volunteer/Employment

- 6.1 Employees may volunteer or take supplementary employment, including self-employment, unless such employment:
  - 6.1.1 constitutes a conflict of interest under section 2 of this procedure;
  - 6.1.2 is performed in such a way as to appear to be an official act or to represent an opinion of the charter board; or
  - 6.1.3 interferes with, influences or affects the performance of duties for the charter board.

**Legal Reference:** *Education Act*  
*Alberta Human Rights Act*  
*Freedom of Information and Protection of Privacy Act*  
*Personal Information Protection Act*  
Charter Board Policy 13: Welcoming, Caring, Respectful and Safe Learning and Working Environments

**Cross Reference:** AP-401 Professional Code of Conduct  
AP-402 Support Staff Code of Conduct  
AP-411 Staff Police Information Check  
AP-406 Suspension and Dismissal of Employees

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