

## PERSONNEL

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**NAME:** CODE OF ETHICS FOR EMPLOYEES

**REFERENCES:** Act: Section 7

### **POLICY STATEMENT:**

Because their personal and professional behavior set the ethical tone for the College, all employees should adhere to the highest ethical and professional standards; all employees should promote moral development by encouraging **reflection, dialogue, and principled conduct** on the part of staff and students.

### **POLICY GUIDELINES:**

1. To promote individual development and the common good, the CEO and the Managers should exemplify proper and ethical conduct in dealing with others in the College.
2. The following values should constitute a shared ideal that will permeate the College and will become the standard against which employees can judge their own conduct:
  - 2.1. trust and respect for all persons within and outside the College
  - 2.2. honesty and a pervasive sense of integrity
  - 2.3. fairness and justice in the treatment of everyone
  - 2.4. openness in communication
  - 2.5. belief in and respect of diversity within an environment of collegiality and professionalism
  - 2.6. commitment to excellence, intellectual development, moral development, individual empowerment, as well as to the mission and the philosophy of the College.

### **CODE OF ETHICS:**

Specifically, staff members must strive to exercise certain behaviors in each of four important areas

1. In dealing with students and clients, employees shall strive:
  - 1.1 to demonstrate respect for student and client
  - 1.2 to encourage personal and academic growth on the part of students and clients
  - 1.3 to ensure that students and clients are aware of their rights and obligations
  - 1.4 to develop, promote, and to maintain a conducive learning environment
  - 1.5 to respect the confidentiality requirements in respect of students and clients.
2. In dealing with co-workers, employees shall strive:
  - 2.1 to conduct themselves in a professional manner including, but not restricted to
    - 2.1.1 informing colleagues prior to accusing them of misconduct or otherwise criticizing them
    - 2.1.2 being considerate of the interests and the reputations of co-workers
    - 2.1.3 providing support and assistance to co-workers

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- 2.1.4. respecting co-workers and maintaining the confidentiality requirements of co-workers
  - 2.1.5. avoiding malicious or false elevation or debasing of the qualities or the abilities of any co-worker.
3. In dealing with the College as the employer, employees shall strive:
- 3.1 to keep themselves fully informed of contractual commitments, and to honor such commitments
  - 3.2 to fulfill the duties and the requirements of the job
  - 3.3 to avoid actual and perceived conflicts of interest in employment and other activities undertaken outside the College but within the community
  - 3.4 to apply the policies and the regulations of the College equitably and consistently, including but not limited to
    - 3.4.1. practicing zero tolerance of harassment of all types (refers to anti-harassment policy)
    - 3.4.2. practicing zero tolerance of the unapproved possession or the use of alcohol and illegal substances on College property
    - 3.4.3. practicing zero tolerance to violence<sup>1</sup>
  - 3.5 to represent accurately his or her education, training, experience, and other qualifications as these are relevant to and/or required by the employee's job assignment
  - 3.6 to protect and to uphold the reputation and the positive image of the College.
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- <sup>1</sup>Saskatchewan Health and Safety Regulations define "violence" as "the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives an employee reasonable cause to believe that (he or she) is at risk of injury and Occupational Health and Safety Act defines "violence" as 1) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker 2) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker 3) a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- 3.7 to understand and to respect the chain of command by trying first to resolve issues with the immediate supervisor or immediate subordinate; and then, if that fails, advising the supervisor or immediate subordinate; and then, if that fails, advising the supervisor of any intention to seek (or subordinate of the appropriateness of seeking) resolution with the supervisor and a higher level in the organization.
4. In dealing with the community(ies) in which the College is located, employees shall strive:
- 4.1 to be good citizens
  - 4.2 to ensure proper use of College facilities and equipment by outside groups and individuals
  - 4.3 to promote diversity and respect in the College and the community
  - 4.4 to promote the role, the policies, and the programs and services of the College to partners and other external agencies.