

## POLICY 1230

### STANDARDS OF EMPLOYEE CONDUCT

January 2010

#### POLICY

The Board of Education believes all school district employees follow the highest standards of conduct in all aspects of the performance of their duties. Maintaining high standards of conduct is essential in meeting the expectations of students, parents and the community and in building confidence in the public school system.

Subject to the *School Act* and regulations, *Labour Relations Code* and other relevant government legislation, district bylaws and policies and collective agreements, all employees have certain rights and responsibilities, which provide the framework for carrying out job requirements and work duties.

#### PROCEDURE

##### **STANDARDS OF EMPLOYEE CONDUCT**

All employees will follow the Standards of Employee Conduct as set out in this policy. Employees must:

1. Assist as much as reasonably possible in providing a positive working environment that will help students and co-workers feel they work in a non toxic environment conducive to productivity and accomplishment.
2. Speak and act toward students and co-workers with respect, honesty and dignity, and use language free from obscenity and profanity while at work.
3. As per WorkSafe BC Regulation 3.10, ensure that his/her work is not impaired by alcohol, an illegal drug, or a medication. Any employee that is reasonably aware of a contravention of this obligation that has the potential to create a hazard to the employee, or any other person, should assist the individual and then report this information to a supervisor.
4. Present an example of personal appearance, cleanliness, and dress that does not interfere with job duties, safety and responsibilities.
5. If required and if authorized to do so, deal with students as a kind and judicious parent and in a fair and consistent manner.
6. Respect the ethnic, cultural, religious and linguistic heritages and individual differences of others.
7. Exercise caution and discretion in handling confidential information.
8. Have a duty of fidelity to the School District.
9. Not unreasonably use work time or the resources of the school district to participate in personal activities that are not related to employment.

10. Disclose any situation in which one's private or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties and responsibilities.

Examples of conflicts of interest include, but are not limited to, the following:

- an employee uses school district property or the employee's position, office or school district affiliation to pursue personal interests;
- an employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- an employee, in the performance of official duties, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- an employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- an employee benefits from, or is reasonably perceived by the public to have benefited from, a school district transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, discretionary approvals, appointments);
- an employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of their employment in the school system, other than:
  - the exchange of hospitality between persons doing business together,
  - tokens exchanged as part of protocol,
  - the normal presentation of gifts to persons participating in public functions, or
  - the normal exchange of gifts between friends.
- an employee solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.