

**Policy No. & Title: P207: EMPLOYEE CODE OF CONDUCT***Policy Sponsor:* Chief Human Resources Officer*Effective:* 2019-12-03*Next Review:* 2024-12-03*Approvals:* 1993-11-12/SA-93-03; 1996-02-15/SA-95-04; 1999-03-03/SA-98-07;  
2008-12-03/AC-08-03; 2013-06-07/SLC-12-14; 2015-05-27/President

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**1. PURPOSE**

All College employees are expected to adhere to this policy and demonstrate good corporate citizenship while maintaining ethical standards in the performance of their duties to foster an environment of integrity, accountability, trust and respect for the dignity, worth, equality and diversity and privacy of all individuals. It is important that employees conduct themselves in a manner that avoids real or perceived conflicts of interest and support the vision and mission of the College and to preserve and enhance the College's reputation. This policy provides a framework of the College's expectations regarding employee conduct.

**2. POLICY**

The Employee Code of Conduct is intended to offer a broad range of guiding principles; however, it cannot address every situation that employees may encounter. For this reason, this policy does not relieve employees of the responsibility and accountability to exercise good judgment and in circumstances where they are unsure as to the proper course of action, to seek guidance from others.

**3. REFERENCES**Board Policy:[B-25.10.05: Governor's Code of Conduct](#)College Policy:[A201: Research and Innovation](#)[C106: Purchasing](#)[C202: Acceptable Use of College Technology](#)[C206: Alcohol, Cannabis, Electronic Cigarettes and Tobacco Products](#)[C306: Social Media](#)[P208: Respectful College Community and Prevention of Harassment and Discrimination](#)[P214: Whistleblower](#)Other:

Academic Employees Collective Agreement

Support Staff Collective Agreement

Part-Time Support Collective Agreement

Terms and Conditions of Employment for Administrative Staff

**4. ADDENDA**

Standard A: Principles of Employee Conduct

*Policy No. & Title:* P207: EMPLOYEE CODE OF CONDUCT

*Addendum:* **Standard A: PRINCIPLES OF EMPLOYEE CONDUCT**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-12-03

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## 1. PURPOSE

The purpose of this document is to provide guiding principles for all College employees, at all levels of the organization, to apply in the performance of their duties.

## 2. DEFINITIONS

*College Community:* Includes employees, students, members of the Board of Governors, members of Boards or committees established by the College, volunteers, contractors, individuals providing service or research, individuals or groups who rent or use College facilities, visitors, applicants and guests.

*Confidential Information:* Information, regarding any College-related activity, that is not available to the public and that has been created, communicated or received by or within the College with the expectation that it remain confidential, and that, if disclosed, could result in harm to the College or to a third party from which the information was received, or could give a person to whom it is disclosed an advantage.

*Conflict of Interest:* Any situation in which financial or other considerations have the potential to compromise or bias professional judgment and objectivity, and are or may be incompatible with the individual's responsibilities to the College. An apparent conflict of interest is one in which a reasonable person would think that the individual's judgement is likely to be compromised. A conflict of interest includes actual, potential or perceived conflicts of interest.

*Employee:* Any person in the employ of the College without regard for position, function, or other status of employment. Members of the Board of Governors who are governed by a separate policy (B-25.10.05 Governor's Code of Conduct) and others such as volunteers and contractors are not employees.

*Inappropriate Conduct:* Employees shall not engage in conduct that may be considered inappropriate by any reasonable standard. This includes but is not limited to:

- a) Conduct that disrupts the learning or working environment or impedes the delivery of College services;
- b) Conduct that creates an atmosphere of hostility, intimidation, discrimination, bullying or disrespect for others;
- c) Conduct of a violent or non-violent nature that endangers or threatens to endanger or subject any person, present on campus or facilities used in partnership with other parties, to physical, mental or verbal abuse, sexual exploitation or potential injury;
- d) Conduct that damages, defaces or destroys College property.

*Perquisite:* A privilege provided to an employee or group of employees, that gives a personal benefit and that is not generally available to other College employees. It may be in the form of goods, services, money or time. Perquisites are to be neither accepted nor offered.

*Public Expression of Personal Opinion:* An expression of a personal opinion regardless of the context or format including social media and/or other platforms.

*Relationships:* A connection, association or involvement between two or more individuals. This includes a connection between person as a result of blood or marriage, an emotional or other connection between people or a romantic/sexual involvement.

### **3. PRINCIPLES**

All College employees will be informed and adhere to College policies and procedures and uphold the College's high ethical standards of conduct. All employees will:

- 3.1. Represent themselves in a professional and responsible manner
- 3.2. Reflect behaviours that demonstrate the values of respect, honesty, integrity, dignity and diversity
- 3.3. Comply with laws and regulations that are the requirement of their position
- 3.4. Utilize good judgment in avoiding or dealing with conflicts of interest including preferential treatment to relatives, friends or organizations in which they or their relative or friend have an interest, financial or otherwise
- 3.5. Maintain a professional relationship with current students and/or other employees both in and out of the classroom or workplace and will not solicit, encourage or engage in an inappropriate written, verbal, electronic or a physical relationship with a student or another employee
- 3.6. Ensure their conduct does not jeopardize the good order and proper functioning of the College
- 3.7. Ensure their conduct does not jeopardize or endanger the health, safety, rights or property of the College or its community members
- 3.8. Maintain and enhance the reputation of the College
- 3.9. Refrain from expressing personal opinion on College matters or decisions in public or social media forums. Ensure that personal use of social media or other expressions of opinion does not intentionally or otherwise represent or appear to represent the College, its interests, decision or other matters
- 3.10. Maintain confidentiality and not disclose confidential information acquired in the performance of College duties to any person or organization unless authorized to do so by the College or by law
- 3.11. Refrain from soliciting gifts, travel, accommodation, meals and the like in excess of the normal exchange of gifts among friends, the normal exchange of hospitality between person doing business together or tokens exchanged as part of protocol such as the normal presentation of gifts to person participating in public functions
- 3.12. Refrain from engaging in private work or business undertaking that is in competition, direct or indirect, with the College; or that involves the personal use of College premises, equipment, supplies or time without the appropriate consent

### **4. RELATIONSHIPS**

#### **4.1. Relationships with Students**

Employees in teaching positions or who have influence or are perceived to have influence, input or decision-making power over student's marks, academic interests, or other matters shall not become involved in a business or personal relationship (which includes a romantic and/or sexual relationship) for the duration of the professional relationship or evaluative role. In all dealings with students, employees shall ensure that their own behaviour is consistent with all aspects of this policy.

#### 4.2. Relationship with Co-Workers

Employees who engage in personal relationships (including romantic and/or sexual relationships) should be aware of their professional responsibilities and are responsible for ensuring that the relationship does not raise concerns about the abuse of power, harassment, favouritism, bias or conflict of interest.

Employees who have or who are involved in a personal relationship with a real or perceived conflict of interest must advise their immediate manager and make arrangements to ensure that:

1. The employee in the position of greater authority is removed from any influence, input or decision-making power over the other employee
2. Any situation where there could be a perceived conflict of interest is avoided

### 5. **REPORTING**

Employees must disclose to the College any situation which may require them to supervise, teach or assess, a student or another employee with whom they currently or previously have had a personal, commercial and familial or other significant relationship.

In the event that an employee becomes aware of a serious breach of the Employee Code of Conduct, or any other wrongdoing or illegal activity in the workplace, the employee has a responsibility to report that wrongdoing to their respective supervisor or another appropriate administrator.

An employee who, in good faith, reports any serious breach of this policy is protected from reprisal.

### 6. **CONTRAVENTION**

Contravention of this policy may result in discipline up to and including termination of employment.

### 7. **INTERFERENCE**

Nothing in this policy is intended to conflict or interfere with the Ontario Human Rights Code, any staff Collective Agreement or the Terms and Conditions of Employment for Administrators.

Nothing in this Policy is intended to prevent a complainant from using the grievance procedure available in the collective agreement, if applicable.

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