

## **EMPLOYEE CODE OF CONDUCT AND FIDUCIARY OBLIGATION**

### **Background**

The Employee Code of Conduct and Fiduciary Obligation Administrative Procedure is intended to be a guide that Golden Hills School Division maintains for the ethical conduct of its employees. The manner in which employees carry out their duties reflects upon the Division. The Employee Code of Conduct and Fiduciary Obligation Administrative Procedure is intended to provide employees with direction and standards. Although it is not intended to be exhaustive or to provide specific guidance in every circumstance, it should be used in conjunction with those affiliations that are referenced in Appendix A. Common sense, ethical behavior, good judgment, acting in good faith and discretion shall prevail in application of this procedure.

### **Procedures**

1. All supervisors must ensure that employees are informed about the Employee Code of Conduct and Fiduciary Obligation Administrative Procedure 492 by having them sign an acknowledgment of having read and understood said procedure. Supervisors must forward the signed acknowledgements to the Manager of Human Resources.
2. Golden Hills Employees must:
  - 2.1 Follow the policies and administrative procedures of the board and its administration.
  - 2.2 Fulfill their responsibilities to Golden Hills School Division in an honest, ethical, diligent, prudent, and lawful manner.
  - 2.3 Treat students, parents, Division employees, community members and all those who provide service with respect, dignity, and consideration.
  - 2.4 Demonstrate professionalism and mutual respect through teamwork and cooperation.
  - 2.5 Respect the confidentiality of information regarding pupils except in those instances required by law where not doing so may endanger students.
  - 2.6 Respect information received in confidence in the course of their duties in compliance with FOIP.
3. Discrimination
  - 3.1 Employees shall not discriminate against, coerce, or harass a student or Division employee on the basis of race, colour, religion, national origin, age, sex, sexual preference, disability, or family status.
4. Employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:
  - 4.1 Is other than a normal exchange of hospitality between people doing business.

---

### **GOLDEN HILLS SCHOOL DIVISION**

- 4.2 Affects the fair and unbiased evaluation or acquisition of materials or services offered to the Division.
- 5. Supplementary Employment
  - 5.1 Employees may accept supplementary employment, including self-employment, unless such employment:
    - 5.1.1 Contravenes fiduciary responsibility, or is detrimental to the interests or reputation of the Division.
    - 5.1.2 Appears to be an official act to represent an opinion of the Division.
    - 5.1.3 Interferes with, influences or affects the performance of their duties for the Division.
- 6. Conflict of Interest
  - 6.1 The Division defines conflict of interest as “any situation in which the personal interests of an individual or a member of his/her immediate family conflict with his/her responsibilities as an employee”.
  - 6.2 Employees must report any social or economic interest, which may cause a conflict of interest for the Division.
    - 6.2.1 Personal interests include aspects of an employee’s activity outside those connected with official Division duties and responsibilities. Personal interests may be both social and economic. Examples may include having relations with third parties who may be employed by the Division, having a business connection with the Division, or seeking employment or benefits from the Division.
    - 6.2.2 Employees who engage in personal interests outside of the Division shall not knowingly conduct themselves in a manner which may result in ethical, legal, or financial conflict of interest.
- 7. Fiduciary Obligation
  - 7.1 Board Property
    - 7.1.1 Division property, including vehicles, equipment and material, shall not be used for personal benefit or non-division purposes without supervisor approval.
    - 7.1.2 The Superintendent of Schools or designate may authorize the use of supplies or equipment by Division staff if they feel that such use will assist employees in their assigned work. It may be required that certain staff temporarily retain board-owned supplies or equipment in their possession.

- 7.1.3 A written record of the authorization for the use of supplies or equipment shall be maintained. Records shall indicate the time of release, the signature of the user, and the date on which the item is returned.
- 7.1.4 Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Division-owned equipment or material entrusted to their care.
- 7.2 Employee Professionalism, Ethics, and Contractual Obligations
  - 7.2.1 Employees are expected to use employable time to fulfill employee obligations.
  - 7.2.2 The employee fulfills contractual obligations to the Division until released by mutual consent or according to law.
  - 7.2.3. The employee fulfills contractual obligations to the Division by publicly respecting and supporting the decisions made by the Division. Employees must not criticize the actions or decisions of the Division in any manner, except through approved channels of communication.
  - 7.2.4 Employees shall understand that there is no expectation of privacy in email communication or internet usage when the employer owns the computer systems. Email or internet usage is not confidential and is governed by the same guidelines as all other communication. Email and internet usage are monitored.
- 8. Criminal Misconduct
  - 8.1 Employees have a duty to report to their supervisor any criminal charge issued against them.
  - 8.2 Administrators, Supervisors, and Employees must report to the Manager of Human Resources when they have knowledge or notice that criminal charges have been issued against an employee of the Division.
  - 8.3 Conviction of any criminal offence may result in termination of employment with the Division.
  - 8.4 Applicants for employment must include a CRIM and CWIS check with their application. All pending criminal charges and convictions must be disclosed except where such convictions have been previously pardoned.
- 9. Reporting Allegations of Misconduct
  - 9.1 Any employee conduct that is dishonest, illegal, abusive, or detrimental to the interests or reputation of the Division must be reported to that employee's immediate supervisor who must report it to Human Resources in writing.
  - 9.2 When the safety of any person or the Division's property is at risk, an employee must report to the supervisor as soon as possible.

- 9.3 Teachers reporting an allegation against another teacher should so do in compliance with the ATA Code of Professional Conduct. CUPE members may contact their union representatives to ensure compliance with CUPE Equality Statement and Membership Oath of Obligation. Employees are encouraged to contact their professional organizations for assistance.
- 9.4 The Deputy Superintendent of Human Resources shall determine the action to be taken.
- 9.5 The Superintendent's decision regarding the outcome of an investigation will be final.
10. Protection for Reporting an Allegation of Misconduct
- 10.1 If an allegation is made in good faith, the employee who made the allegation will not be disciplined. He or she will be protected from any form of retaliation related to their employment from either co-workers or superiors regardless of the outcome of the investigation.
- 10.2 An employee who has encountered retaliation from other employees concerning the investigation or report may submit a complaint in writing within six months to the Human Resources Manager.
- 10.3 Any employee who reports misconduct that is not in good faith or who retaliates against an employee for making a report of misconduct in good faith shall be subject to disciplinary action, up to and including termination.
11. Investigation, Discipline, and Appeal Process
- 11.1 Human Resources is responsible for the process of compliance of said procedure which include reviewing complaints and arranging for further action.
- 11.2 A supervisor or administrator who receives a report of noncompliance must submit a written report to the Deputy Superintendent (Human Resources) within seven days.
- 11.3 The Deputy Superintendent (Human Resources) or designate shall review any written report to determine compliance with the Employee Code of Conduct and Fiduciary Obligation Administrative Procedure and shall determine any action to be taken.
- 11.4 Breach of this Administrative Procedure 492 may result in findings of guilt which may lead to disciplinary action of the employee, up to and including dismissal of employment.
- 11.5 An employee may appeal the decision or the disciplinary action within 14 days to the Superintendent.
- 11.6 The decision of the Superintendent will be final.
- 11.7 Documentation of any decision will be filed with the Department of Human Resources.

*CUPE Equality Statement and Membership Oath of Obligation*  
*Education Act*  
*ATA Code of Professional Conduct*  
*Freedom of Information and Protection of Privacy Act*

---

**GOLDEN HILLS SCHOOL DIVISION**

**GOLDEN HILLS SCHOOL DIVISION**  
***Employee Code of Conduct and Fiduciary Obligation***  
**Form 492-1**

I \_\_\_\_\_ acknowledge that I have read and  
(print name)  
understand the Administrative Procedure 492 *Employee Code of Conduct and Fiduciary Obligation*.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Witness

**Note:**

Return the signed form to the Manager of Human Resources, Golden Hills School Division for inclusion in your personnel file.