

400.1 Appendix A Employee Code of Conduct

Purpose

In order to establish and maintain welcoming, caring, respectful, and safe work environments, this Code of Conduct establishes expectations and consequences for staff behaviour while at work, at work-related or school-sponsored activities, or while engaging in other non-work activities that have a direct influence on maintaining welcoming, caring, respectful, and safe work environments in the Division.

Definitions

1. **Respect:** to demonstrate regard for the rights of others.
2. **Bullying:** aggressive and repeated behavior by an individual where the behaviour is intended to cause harm, fear or distress to another individual including physical, emotional, or social harm, harm to the individual's reputation or harm to the individual's property, or to create a negative environment for another individual. Bullying behaviour includes the use of any physical, verbal, electronic, written or other means. Bullying behavior also includes behaviour that targets an employee because of actual or perceived sexual orientation, gender identity or gender expression of themselves or other family members.
3. **Discrimination:** The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act (AHRA)*. Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and/or citizenship is prohibited. The behaviour giving rise to a complaint of discrimination need not be intentional in order to be considered discrimination. With reference to employment, this definition does not apply to a refusal, limitation, specification or preference based on a bona fide occupation requirement.
4. **Harassment:** any behavior that in effect or intent disparages, humiliates, or harms another person or class of persons. It is behaviour that denies dignity and respect, and is demeaning and/or humiliating to another person or class of persons. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family

status or sexual orientation. Sexual harassment is any unwelcome behavior that is sexual in nature. Harassing behavior may directly or indirectly affect or threaten to affect in an adverse manner an employee's well-being and/or work environment. The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

Procedures

1. The Division Employee Code of Conduct, and its enforcement through consequences, shall apply to employees
 - 1.1. in the workplace;
 - 1.2. on any Division property;
 - 1.3. during any break times on or off Division property;
 - 1.4. at Division-sponsored or authorized activities;
 - 1.5. while riding in Division-owned transportation; and/or
 - 1.6. when the employee's conduct detrimentally affects the welfare of other individuals or the governance, climate, or efficiency of the workplace regardless of where that conduct occurs.
2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the Division building, during the work day or by electronic means.
3. The Board expects compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:
 - 3.1. treat parents, students, community members, and other District employees with dignity, respect, and consideration, and be cognizant of the role model that they, as Division employees, present to students and other staff;
 - 3.2. apply for, accept, offer, or assign a position or a responsibility on the basis of qualifications;
 - 3.3. adhere to the terms of a contract or appointment, the applicable employee collective agreements, Division policy and procedures, and provincial and federal statutes;
 - 3.4. refrain from, report, and refuse to tolerate discrimination, harassment, or bullying behaviour, even if it happens outside of the workplace or work hours, or digitally;

- 3.5. make every reasonable effort to protect all individuals from conditions which are detrimental to learning, physical health, mental health, or safety;
 - 3.6. deal considerately and justly with others and seek to resolve conflicts according to law and Division policy (see policy 400.3 Whistleblower Protection);
 - 3.7. only criticize the competence of another Division employee in confidence to appropriate supervisors and after the other employee has been informed of the criticism;
 - 3.8. report to work fit to conduct their duties;
 - 3.9. endeavour to understand community cultures, and the home environment of students and other staff;
 - 3.10. conduct their employment responsibilities in a respectful, honest and diligent manner, modeling and promoting respectful behaviour;
 - 3.11. properly represent policies of the Division and clearly distinguish them from personal attitudes and opinions;
 - 3.12. manifest a positive role in Division and school public relations;
 - 3.13. refrain from improper use of alcohol and/or drugs;
 - 3.14. deal with instances of bullying, harassment, and discrimination according to the policies and procedures of the Division (see policy 402.8.1 Harassment and Discrimination);
 - 3.15. perform duties in a manner which does not constitute a conflict of interest; and
 - 3.16. be responsible digital citizens (see policy 607.4 Responsible Use of Technology).
4. Examples of unacceptable behaviours include, but are not limited to:
 - 4.1. contravention of Division policies and regulations;
 - 4.2. behaviours that interfere with the work of others and/or the school environment, or that create unsafe working conditions;
 - 4.3. acts of bullying, harassment, discrimination, coercion, and/or intimidation;
 - 4.4. disparaging comments;
 - 4.5. physical violence;
 - 4.6. retaliatory behaviour against anyone who uses the policies and procedures of the Division (see policy 400.3 Whistleblower Protection);
 - 4.7. activities that are deemed to be in a conflict of interest (see policy 400.2.1 Employee Conflict of Interest);
 - 4.8. illegal activity such as:
 - 4.8.1. possession, use or distribution of illegal or restricted

- substances;
 - 4.8.2. unauthorized possession or use of weapons;
 - 4.8.3. theft or damage to property;
 - Employees must immediately notify the Associate Superintendent, Human Resources if they are charged with a criminal offence. Employees charged with an offence under the Criminal Code of Canada may be suspended from their employment. An individual's employment with the Division may be terminated as a result of a criminal conviction.
 - 4.9. willful disobedience and/or open opposition to supervisors;
 - 4.10. use or display of improper or profane language;
 - 4.11. behaviour that may compromise the Division's image or reputation including activities that may disparage, defame, or embarrass the Division;
 - 4.12. contravention of the provisions of Section 27 of the *School Act* related to trespassing, loitering, causing a disturbance, or selling goods, services, or merchandise in the school;
 - 4.13. use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate;
 - 4.14. accepting or providing 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:
 - 4.14.1. is other than a normal exchange of hospitality between people doing business; or
 - 4.14.2. affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Division; or
 - 4.14.3. may create the appearance of undue influence.
 - 4.15. use of Division property, including vehicles, equipment, and material for personal benefit, gain, or unauthorized non-Division use.
5. Breach of this Division Employee Code of Conduct may result in a range of sanctions being imposed on the employee, up to and including termination of employment (see policy 403.3 Employee Discipline).