

Background

It is the duty of all employees to conduct themselves in a professional manner by adhering to the highest standards of ethical conduct. This Code of Conduct stipulates the minimum standards and is not an exhaustive list of such standards. It is expected that staff represent the Division positively by complying with federal and provincial legislation, Board policies, and Division administrative procedures.

Procedures

As an employee of Pembina Hills School Division, and complementing any Code of Conduct that an employee follows due to their professional association or as an employee with the Division, the following shall apply.

General

1. The purpose of the Employee Code of Conduct is to establish and maintain a welcoming, caring, respectful and safe learning environment for all students, staff and other participants in the community of learners.
2. Employees have the responsibility to treat all persons with dignity and respect without prejudice as 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 of that person or class of persons or of any other person or any other person, in accordance with Section 7(1) of the *Alberta Human Rights Act* (2000).
3. Employees shall exemplify high standards of honesty and personal integrity and shall be an advocate for the Division in the community.
4. Employees shall behave with integrity, careful stewardship of public money, property and resources managed by them, and in a manner reflective of the trust given to them.
5. Employees who become aware of significant and serious matters are to disclose information in accordance with AP 40-02 Public Interest Disclosure (Whistleblower Protection).
6. Employees are expected to be respectful with students, parents, community members and other Division employees and contractors at all times. The Division is committed to a healthy, harassment free work and learning environment as referred to in AP 20-20 Discrimination and Harassment.
7. If conflict arises, such as simple disputes, misunderstandings, misinterpretations or incorrect assumptions, employees are expected to follow the proper channels of dispute resolution by following these steps.
 - a. Communicate concerns to the person(s) directly. If the issue is not resolved;
 - b. Involve your Supervisor as mediator in an attempt to resolve the issue. If the issue is not resolved;
 - c. The issue may be brought to the Assistant Superintendent of Human Resources.* If at any time an employee feels harassed or discriminated against they are to refer to AP 20-20 Discrimination and Harassment.
8. Employees are to arrive at the workplace prepared for their position duties.

9. Employees will dress to reflect the nature of their position and duties.

Health and Safety

1. Employees are required to take every reasonable and necessary precaution to ensure their personal safety and wellness as well as that of their colleagues.
2. Employees are expected to comply with federal and provincial health and safety legislation, and the Division's health and safety requirements as outlined in AP 40-12 Employee Health and Safety, as well as the Pembina Hills School Division Occupational Health and Safety Handbook.

Confidentiality

1. It is expected that employees not reveal confidential or sensitive information received in the course of their duties, unless disclosure serves a compelling professional purpose or is required by law. Any breach of confidentiality may be treated as grounds for disciplinary action, up to and including termination.

Alcohol and Drugs

1. Employees are never to report to work under the influence of alcohol or drugs. Employees shall follow the procedures and responsibilities outlined in AP 40-20 Employee Alcohol and Drugs.

Conflict of Interest

1. Employees will arrange their private interests in such a manner as to prevent conflict of interest with the Division.
2. Employees are deemed to be in conflict of interest with the Division if:
 - a. they use their position, or information or materials belonging to the Division, to gain personal financial benefit, either directly or indirectly;
 - b. they enter into a contract with the Division other than an employment contract, either personally or through a third party, under which money from the Division is payable or may become payable, unless prior approval from the Superintendent or designate is obtained;
 - c. they are party to a contract with the Division for the lease or purchase of real estate property or holdings;
 - d. they use their employment to gain personal advantage beyond the benefits provided by their employment contract.

Gifts, Payments and Rewards

1. Division employees shall not accept a gift, payment, favour or service from or to any individual or organization in the course of their duties if that gift, payment, favour or service:
 - a. is other than a normal exchange of hospitality between people doing business or;
 - b. affects the fair and unbiased evaluation or acquisition of the materials or services offered to the Division.
2. Teachers may not accept pay to tutor a student enrolled in their school, who are either in the teacher's class, or taking the class with another teacher.

Use of Division Property

1. Division property, including vehicles, equipment and material, shall not be used for personal benefit or non-Division purposes without prior approval from their direct supervisor.
2. Supervisors may authorize the use of Division supplies or equipment by Division employees, if it will assist that employee in their assigned duties.
3. Employees are responsible for reasonable care of Division equipment or material entrusted to their care.
4. Any employee abusing Division property will be subject to disciplinary action, up to and including termination.

Criminal Conduct

1. As detailed in AP 40-45 Criminal Record Check and Intervention Record Check, employees must notify the Superintendent or designate if they are charged with a criminal offence.
2. Employees charged with a criminal offence may be suspended.
3. Employees found guilty of an offence under the Criminal Code of Canada may be terminated as a result of the conviction.

Employment External to the Division

1. Employees may take supplementary employment, including self-employment, provided that such employment does not negatively interfere with their duties within the Division.
2. Employees may not perform duties for an external employer, that is or may appear to be, an official act or representation of the Division.

Reference

[Alberta Human Rights Act \(2000\)](#)

[AP 20-03 School Dispute Resolution \(External Communication Protocol\)](#)

[AP 20-20 Discrimination and Harassment](#)

[AP 40-02 Public Interest Disclosure \(Whistleblower Protection\)](#)

[AP 40-20 Employee Alcohol and Drugs](#)

[AP 40-45 Criminal Record Check and Intervention Record Check](#)

[Pembina Hills School Division Occupational Health and Safety Handbook](#)