



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n°
2011-HR-08

Code of Conduct for all Employees of the Sir Wilfrid Laurier School Board

Resolution:

CC-110927-HR-0017

Revision:

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1.0 PREAMBLE

The Sir Wilfrid Laurier School Board (the “SWLSB”) is committed to the high standards of social and educational practices. The success of the school communities results from the efforts of all employees. To this end, all employees are expected to observe the highest standards of integrity in their conduct. This Code of Conduct provides clear standards of behaviour for employees and a framework within which all practices must be conducted, managed and regulated in accordance with the law and generally accepted ways of doing business ethically and responsibly.

2.0 OBJECTIVE

The SWLSB is committed to treating all employees fairly, with respect and dignity and in order to honour this commitment, the SWLSB shall take appropriate measures to create and maintain a physically and emotionally safe and healthy workplace.

3.0 REFERENCES

This Code of Conduct is developed in compliance with applicable laws and regulations; notably the Education Act (R.S.Q., c. I-13.3), the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (R.S.Q., A-2.1) and the Civil Code of Quebec (notably sections 321 to 325 and 2088), as well as Collective Agreements and the SWLSB by-laws and policies, notably the Harassment Policy, the Tutoring Policy and the Policy on the Acceptable Use of Information and Communication Technology.

4.0 SCOPE OF THE POLICY

This policy applies to every person working for the SWLSB, regardless of position and level of responsibility. While no set of guidelines can cover every situation, and since every person must be responsible for his actions, a clear understanding of this Code of Conduct should prevent situations which could arise by promoting expected behaviour.

5.0 PROFESSIONALISM & RESPECT

Employees of the SWLSB are expected to foster a positive working climate based on trust and respect where all feel safe, respected and accepted. Without limiting the above, the following are examples of this expectation:

- 5.1 Employees should exemplify honesty and integrity in all relations with students, parents, employees and the general public in both word and deed.
- 5.2 Respect differences in people, their ideas, and their opinions without discrimination.
- 5.3 Treat all persons courteously and in a professional manner at all times (be polite).
- 5.4 Decisions that are made in the course of the exercise of one's functions are made in the best interest of the students.

6.0 STANDARD OF BEHAVIOUR

Employees are expected to exhibit behaviour that shows respect for the rights, property and safety of oneself and others. For example:

- 6.1 The use of verbal abuse, vulgar language and/or gestures must be avoided at all times.
- 6.2 Employees are expected to come to work wearing appropriate and professional attire. Safety should be taken into consideration where applicable.
- 6.3 Being under the influence of alcohol or illegal or unauthorized drugs during the course of professional practice is not acceptable.
- 6.4 Posting or engaging in on-line activities that disrespect or insult students, parents or employees, and promote false or discriminating information must be avoided.
- 6.5 Employees should refrain from establishing personal on-line communications with students;
- 6.6 Personal use of cellular phones, computers or audio devices should be avoided during assigned duties.
- 6.7 Proper care and regard for SWLSB property and the property of others should be practiced at all times.

7.0 LOYALTY, IMPARTIALITY & CONFLICT OF INTEREST

Employees are bound to carry out their work with prudence and diligence. They must also act faithfully and honestly. In doing so, they must avoid any real or perceived conflict of interest where decisions are based on personal gain rather than in the best interest of students or the SWLSB. For example:

- 7.1 Honesty with the SWLSB is expected of all employees.
- 7.2 The interests of the SWLSB are to go above those of the employee.
- 7.3 Performance of duties and organization of professional functions may reflect on the SWLSB. In order to maintain and foster public confidence these duties and functions are to be conducted with integrity, objectivity and impartiality.

- 7.4 Any direct or indirect interest that they may have as a partner, shareholder, director, officer, employee, agent or consultant of any business related to or involved with the SWLSB must be disclosed.
- 7.5 Possessions or services of the SWLSB are not to be used for purposes other than those intended by the School Board.
- 7.6 Illegal or irregular situations against the SWLSB of which an employee becomes aware is to be disclosed to his superior.

8.0 CONFIDENTIALITY & ACCESS TO INFORMATION

Employees may have access to confidential information about the clientele and employees of the SWLSB. Confidential information includes, but is not limited to, information which is not generally known to the public and is of such a nature that it is in the legitimate interest of the parties involved to maintain its privacy. Confidentiality of information and documents must be maintained, including after working hours, unless disclosure is authorized for legitimate reasons or legally permitted. Without limiting the generality of the above, employees must, during and after their employment adhere to the following guidelines:

- 8.1 The right of privacy for all employees, students and parents is to be respected.
- 8.2 Employees are to refrain from discussing students' situations unless for professional reasons.
- 8.3 The principle that confidential information may not be used for personal gain must be respected.
- 8.4 Personal information regarding others obtained by an employee while exercising his duties may not be communicated or posted.
- 8.5 Oral and written communication with the media, in the name of the SWLSB, must be conducted only by the official spokesperson of the School Board, unless otherwise authorized.

9.0 GIFTS & BENEFITS

Employees must refrain from seeking to obtain while in the exercise of their functions, in any manner whatsoever, gifts, services or advantages for their personal benefit. In addition, they cannot accept any gifts, proof of hospitality or advantages other than those that are common and of minimal value. When in doubt, the employee shall disclose the gift to his immediate superior.

10.0 DISCIPLINARY ACTIONS

Breach of this Code of Conduct may result in disciplinary measures.