

# EMPLOYEE RESPONSIBILITIES AND CONDUCT

## Background

The Division believes that in the area of personal and professional conduct, all employees must conduct themselves in a manner that not only reflects positively on their school and the Division, but that sets forth a model worthy of emulation by students.

## Procedures

1. All employees have a responsibility to ensure they are familiar with, and abide by provincial regulations, administrative procedures, and policies that affect their work.
2. All employees have a responsibility to ensure they are familiar with Board policies, administrative procedures, practices, applicable collective agreements and staff handbooks, terms of employment and benefit plans that affect their work or employment.
3. All employees shall conduct their employment responsibilities in an honest, faithful and diligent manner.
4. All employees are to treat fellow workers in a fair and respectful manner.
5. All employees have a responsibility to demonstrate loyalty to their employer. Actions which reflect negatively on decisions or potential decisions of the school or school division (such as participation in petitions or pickets; critical or negative statements made in a public format) can lead to employment consequences up to and including termination.
6. All employees are expected to show respect and cooperation when given direction or correction to ensure a productive work environment for employees.
7. Private endeavours must not provide the appearance of an opportunity for wrongdoing or unethical conduct. Private endeavours include aspects of an employee's activity outside those connected with official Division duties. These may include:
  - 7.1 financial interest;
  - 7.2 paid and unpaid activities beyond official duty; and
  - 7.3 relationships with third parties who may be:
    - 7.3.1 employed by the Division;
    - 7.3.2 doing business with the Division;
    - 7.3.3 seeking employment or benefits from the Division.
8. All employees shall disclose to their supervisor/principal any financial, business or commercial interest which may conflict with their duty to the Division or the proper execution of their duties. Where potential conflict is identified by the supervisor/principal, the matter will be forwarded to the Superintendent or designate for review.
9. These principles are intended to complement any Code of Ethics that an employee would follow because of his or her professional affiliation (e.g., Code of Professional Conduct for Teachers and Teacher Leaders (2022) or a professional association code of conduct).

Related APs: Employee Discipline (409)  
Healthy Schools and Worksites (160)