



EMPLOYEE CODE OF CONDUCT

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Human Resources

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Effective Date: 5/1/2009

POLICY STATEMENT:

Conestoga College is committed to providing high quality, relevant learning opportunities in an environment of professionalism and respect. To accomplish this, the College depends on the integrity and good judgment of each member of the College community. Interactions with students, employees and the public must be fair, principles and conducted in good faith.

This policy provides a framework for College employees to identify and resolve issues concerning the ethical and acceptable conduct of individuals at the College. The code of Conduct aims to foster and maintain public trust and confidence in the integrity and professionalism of the College by ensuring that College employees:

- maintain appropriate standards of conduct
- develop and demonstrate skills necessary for the efficient performance of their duties
- maintain and enhance the reputation of the College
- promote appropriate ethical standards

An Employee Code of Conduct offers guidance to its employees on standards of integrity and business conduct. No code can address every situation an employee may encounter. As a result, employees are expected to be guided by the letter and the spirit of the Code, and to exercise good judgment. In circumstances where they are unsure as to the proper course of action, they are to seek guidance from their immediate supervisor.

The Code of conduct works in conjunction with relevant legislation and does not exclude or replace the rights and obligations of any individual under provincial or federal law.

Scope Subheading:

This policy applies to all employees of the College.

Other policies exist that provide additional guidance on specific issues. (See Reference section at end of document.)

POLICY ELABORATION:

Standards of Performance

No employee's conduct shall impede or interfere with other employees from carrying out their duties. All College employees will:

- seek high standards in service to clients
- assess performance fairly and objectively
- create a safe work environment
- adhere to professional codes of conduct, where applicable
- carry out College decisions and policies
- take reasonable steps to protect confidential information
- give due credit to the contributions of others
- maintain professional skills and keep up to date in respective areas of expertise
- be informed of and adhere to College policies and procedures.

Professionalism and Professional Conduct

The behaviour of College employees should conform to the standards that reasonably could be expected of persons in similar positions. This includes:

- a commitment to ethical conduct
- respectful of Conestoga's interests and policies
- meeting obligations
- being truthful
- being cooperative with colleagues and managers
- maintaining integrity in one's work and civility in one's conduct and communications.

Academic Employees

Standards of professional conduct for academic employees considered basic to acceptable faculty behaviour include:

- promoting high standards in teaching, scholarship and service to students
- assessing students' work and performance fairly, objectively and in a timely manner
- refraining from representing personal views as a statement of the position of the College
- maintaining professional standards in teaching, service to students and community involvement
- exercising critical self-discipline and judgment in using, extending and transferring knowledge
- developing and improving scholarly competence

- promoting a positive learning environment and being available to ensure that the academic needs of students are met
- encouraging free pursuit of learning
- avoiding exploitation, harassment or discriminatory treatment of students
- fostering honest academic conduct
- avoiding breach of intellectual honesty such as research misconduct and/or appropriation of writings, research and findings of others.

Employees who demonstrate behaviour that does not comply or is inconsistent with the minimal standards of professionalism contained in this document may be subject to the range of disciplinary action specified in the College's Employee Discipline Procedure.

Appropriate Use of Social Media/Learning Management System

All members of the Conestoga community are responsible for ensuring that anything they post to social media sites or Conestoga's learning management system is appropriate, respectful, accurate and in compliance with the expectations outlined in this Code of Conduct, the Social Media Guidelines for Conestoga Employees, the Acceptable Use of Technology policy/procedure/practice and other college policies.

Respect for Individuals

All College employees are expected to treat others fairly, honestly and responsibly with regard for their rights and obligations.

College employees must:

- promote a high standard of respect, courtesy and fairness towards employees, students and the community
- foster a fair and just working environment when supervising employees
- practice procedural fairness when engaged in decision making
- maintain non-discriminatory conduct (see Human Rights Policy)
- respect cultural differences

Conflicts of Interest

Employees must avoid situations in which their private interests, whether monetary, personal or otherwise, create a conflict of interest with their duties to the College. Employees must recognize, declare and manage conflicts of interest in accordance with the College Conflict of Interest/Use of College Resources policy.

Any matter that compromises the performance of duties, or conflicts with the College's interests, must be immediately disclosed and steps taken to resolve the conflict situation. Where an employee is unsure about the potential for a conflict, they should discuss the

situation with their supervisor or Human Resources, as appropriate. Where there is a clear case of conflict, the employee must withdraw from the situation giving rise to the conflict.

Situations that may generate a conflict of interest can arise out of:

- personal relationships with students
- personal relationships with other employees
- personal relationships with persons with whom the College is conducting business or persons desiring to conduct business with the College
- personal financial interests in matters which involve the College
- use of confidential information obtained in the course of College duties

Personal Relationships

Employees must disclose to the College any situation which may require them to supervise, teach and/or assess a student with whom they currently or previously have had a personal, commercial, familial or other significant relationship. Where a relationship has created or has the potential to create a conflict, the employee must terminate the assessment role and make alternative arrangements for the supervision/assessment of the student's work.

Employees will maintain professional relationships with current students at all times, both in and out of the classroom. Employees will not solicit, encourage or engage in an inappropriate written, verbal or physical relationship with a student.

Employees must also disclose to the College any personal relationships with a current or prospective employee which may give rise to an actual or perceived conflict of interest.

Examples of a conflict of interest may include:

- influencing the selection, appointment or promotion of employees
- impinging on employment related decisions where one employee is in a supervisory relationship to another

Employees who become involved in a situation where a personal relationship is a source of actual or perceived conflict of interest must withdraw from the situation giving rise to the conflict.

Privacy/Confidentiality

College employees must respect the privacy of others and ensure that personal information is accessed and used only for College purposes and not disclosed except where authorized by legislation. Employees who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium. Any actual or suspected misuse of private information must be reported to a supervisor or the Access/Privacy Coordinator.

Solicitations

College employees must not solicit or accept anything of economic value for personal use from anyone who is seeking to obtain or has a contract or other financial relationship with the College.

Outside Employment

Employees are permitted to engage in outside employment in accordance with the Conflict of Interest/Use of College Resources policy. Employees must ensure that applicable approvals are sought and obtained prior to participating in work external to the College. Outside work must not be undertaken which may cause a conflict of interest with College duties.

REFERENCES:

Conflict of Interest and Use of College Resources Policy
Protection of Human Rights Policy
Employee Discipline Procedures
Research Policy
Student Code of Conduct
Social Media Guidelines
Acceptable Use of Technology Policy/Procedure/Practice

REVISION LOG:

8 / 14 / 2014	Policy and Procedure Committee - Approved
8/29/2014	Academic Coordinating Committee - Approved