

EMPLOYEE CONDUCT

Background:

Service to students and the public is the primary obligation of all Division employees. It is expected employees shall represent the Division positively by providing the highest quality of service while acting in the best interests of the Division.

Definitions:

Bullying:

repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Discrimination:

treating a person negatively or disrespectfully, or refusing, without lawful excuse, to provide an opportunity or benefit with respect to access to learning or access to any term or condition of employment because of any of the protected categories in the *Alberta Human Rights Act*. The behaviour giving rise to a complaint of discrimination need not be intentional to be considered discrimination. With respect to student placement decisions, the above does not apply to a refusal, limitation, specification or preference based on a bona fide educational requirement. With respect to employment, the above does not apply to a refusal, limitation, specification or preference based on a bona fide occupational requirement.

Harassment:

unwelcome verbal or physical conduct, including discrimination. Usually, it must be repeated to constitute harassment, but single acts can be harassing if they are severe or involve an obvious power imbalance. Harassment is insulting, demeaning or intimidating. The behaviour giving rise to a complaint need not be intentional to be considered harassment—it is sufficient that the offender knows, or ought reasonably to know, that the behaviour is offensive and unwelcome.

Intimidation:

intentional behaviour that would cause a person of ordinary sensibilities to fear injury or harm.

Sexual harassment:

any unwelcome behaviour that is sexual in nature.

Violence:

the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical and psychological harm, including culpable and non-culpable violent behaviours.

Procedures:

1. These procedures complement any Code of Conduct or Ethics that an employee would follow within their professional association or affiliation or as an employee with the Division.
2. The following principles of employee conduct shall be followed:
 - 2.1. Employees shall not engage in activities that undermine the trust between the employee and the Division, or that are disrespectful, dishonest or detrimental to the interests or reputation of the Division.
 - 2.2. Employees shall not engage in discriminatory behaviour, behaviour that constitutes harassment or sexual harassment, bullying behaviour or retaliation behaviour against anyone.
 - 2.3. The conduct of all staff acting on behalf of the Division shall be above reproach at all times.
 - 2.4. Employees shall maintain the strictest confidence of information gained through their position.
 - 2.5. Employees shall refuse to place themselves in a position where they are under obligation to any person(s) who might benefit or seek preferential treatment.
 - 2.6. Supervisors shall not exercise favouritism in the decision to employ, place or promote any applicant for employment.
 - 2.7. Employees shall refuse to grant special consideration, treatment or advantage to any citizen or group beyond what is available to everyone.
 - 2.8. Employees shall not engage in employment, business or transactions that are incompatible with the proper discharge of their duties or that may influence them unduly.
 - 2.9. Employees shall disclose to their employer any financial, business or commercial interest which may be interpreted as a conflict of interest or conflict with carrying out their duties.
 - 2.10. Employees are required to notify the Associate Superintendent of Human Resources, or designate, of all criminal charges against the employee at the time the charge is laid, as well as convictions. Division vehicles, equipment, consumable materials and property shall only be used for conducting Division business.
 - 2.11. Employees shall recognize Division technology is the property of the Division and is to be used according to existing technology agreements.
3. It is recognized some departments may develop specific rules for handling Division property and information.
4. Breach of the above guidelines and procedures may result in employee discipline, up to and including termination of employment.
5. In the event an employee is absent from work without communicating with the Division for a period of five consecutive days, the position shall be considered abandoned, and therefore vacant.

Reference:

Section 52, 53, 196, 197, 222 *Education Act*

Alberta Human Rights Act

Freedom of Information and Protection of Privacy Act

Personal Information Protection Act

Canadian Human Rights Act

Board Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments