

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.

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. The conduct of all staff acting on behalf of the Division shall be above reproach at all times.
 - 2.3. Employees shall maintain the strictest confidence of information gained through their position.
 - 2.4. 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.
 - 2.5. Supervisors shall not exercise favouritism in the decision to employ, place or promote any applicant for employment.
 - 2.6. Employees shall refuse to grant special consideration, treatment or advantage to any citizen or group beyond what is available to everyone.
 - 2.7. 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.
 - 2.8. 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.
 - 2.9. Division vehicles, equipment, consumable materials and property shall only be used for conducting Division business.
 - 2.10. 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