

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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Section PERSONNEL

Policy Name EMPLOYEE CODE OF CONDUCT

707

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Board Approved: February 22, 2012  
March 12, 1999

Reviewed: January 30, 2012  
December 5, 2006

Review By: December 2017

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality.

## **PROCEDURES**

### **1.0 Policy Manual**

The Board's Policy Manual and supporting Management Guidelines shall serve as the basic guideline for employees in their day-to-day discharge of their duties.

### **2.0 Scope**

#### **2.1 General Standard**

This Employee Code of Conduct represents general standards.

#### **2.2 Other Professional Codes**

It is understood that some employees will also be governed by a professional code of ethics.

#### **2.3 Minimum Expectation**

The expectation for any employee shall never be less than is outlined in this Code.

#### **2.4 Extension**

Individual administrators may, with the approval of the Director of Education, augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director.

#### **2.5 Application**

This Code applies, with appropriate changes and modifications, to all employees.

### **3.0 Confidential Information**

#### **3.1 Access**

An employee may have access to confidential information by reason of his/her employment with the Board.

#### **3.2 Confidentiality**

Any employee with access to confidential information must not make such information available without the authorization of a supervisor.

To ensure the status of information, a supervisor must make every effort to consult within management to assure himself/herself concerning release.

### 3.3 Caution

Particular care and caution should be exercised when dealing with information that involves:

- a) Items under litigation,
- b) Personnel matters,
- c) Information about suppliers that might be useful to a competitor,
- d) Information that infringes on the right to privacy of others, including but not limited to staff and students,
- e) Information dealing with complaints where the identity of the complainant is given in confidence,
- f) Any items under negotiation,
- g) Any schedule of prices in a tender,
- h) Information relating to progress, conduct, disabilities or curriculum of a student.

### 3.4 Freedom of Information

The Freedom of Information and Protection of Privacy Regulations and other Board policy pertaining thereto must also be consulted to ensure compliance.

## 4.0 **Media Relations**

### 4.1 Authorization

Only the Chair of the Board and the Director of Education (or their designate) are authorized to comment publicly to the media.

Staff should follow the specific provisions developed for special projects, etc. which operate outside of normal structures but are Board-sponsored.

### 4.2 Distinction

This Code is not, however, intended to restrict the ability of any employee to express an opinion on non-Board matters, where the employee makes it clear that he/she is commenting as a private citizen and not in his/her professional capacity.

## 5.0 **Conflict of Interest**

### 5.1 Financial Interest

An employee will be considered to have a conflict of interest where he/she or a member of his/her immediate family has a direct or indirect financial interest in a contract or proposed contract with the Board, and where the employee could influence the decision made by the Board with respect to the contract.

### 5.2 Requirement of Employees

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Board, or similar circumstance, the employee must advise his/her Supervisor of the situation, in writing, and the Supervisor will, if a conflict of interest is deemed to exist, make appropriate alternative arrangement to handle the matter.

### 5.3 Employee Suppliers

Employees shall not directly sell goods, materials or services to the Board. An exception can be made, with the approval of the Director, to secure services from an employee outside regular hours of employment on a fee for service basis. An employee-developed material for use in school is covered elsewhere in Board policy.

## **6.0 Use of Board Property**

### **6.1 Loans**

Board policy applies specifically to the loaning of Board property for off-school premises use.

### **6.2 Personal Use**

Board property shall not be used by Board employees for personal use unless prior, written approval is secured from one's immediate Supervisor. A copy of the approval, including terms and conditions for loan, shall be retained by the approving Supervisor.

## **7.0 Gifts and Benefits**

### **7.1 Parameters**

In order to preserve the integrity and image of the Board, acceptance of gifts by individual employees shall be discouraged.

### **7.2 Exceptions**

The Board recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients of such courtesies should not allow themselves to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality.

### **7.3 Frequency and Scale**

The frequency and scale of hospitality accepted should be no greater than the employee's Supervisor would allow to be claimed on an expense account, if it were charged to the Board.

### **7.4 Acknowledgement**

Where gifts are accepted, their acceptance must be publicly acknowledged.

### **7.5 Consultation**

Employees are under an obligation to consult with their Supervisors regarding accepting specific gifts and benefits.

### **7.6 Non-Biased Purchasing Policy**

In order to preserve a non-biased purchasing policy, Board staff should not be able to benefit personally from Board purchasing, unless a specific exception is made in the interests of the Board.

### **7.7 More Stringent Rules**

Each Supervisor may prescribe a more stringent set of rules to cover employee conduct. Should this be undertaken, it should be in writing and made available to the employees affected.

## **8.0 Hiring Relatives**

The hiring practices of the Board are governed by Board Policy and supporting Management Guidelines.

In general, the fact that a potential employee is related to an existing employee neither prejudices nor advances that person's hiring prospects.

## **9.0 Personal Behaviour and Decorum**

### **9.1 Behaviour**

Every employee should at all times behave in a manner that will not bring discredit upon himself or herself or the Board.

### **9.2 Decorum**

Employees are expected to report to their duties in a work attire suitable to the work being undertaken and this should allow the employee to present himself/herself in a professional manner.

## **10.0 Enforcement**

### **10.1 Reporting a Supervisor**

Where an employee has reason to believe that a Supervisor is committing a serious breach of this Code, that employee may report the concern to the next level of management in total confidence.

### **10.2 Enforcement**

It is the responsibility of every Supervisor to insure to the best of his/her ability that this Code is being adhered to by his/her subordinates.

### **10.3 Awareness**

The Code of Conduct applies to all employees and Supervisors are to ensure that all employees are aware of the contents and expectations contained therein.

### **10.4 Reporting an Employee**

A Supervisor who is of the opinion that an employee is breaching this Code should bring this to the attention of his superior as soon as possible.

## **11.0 Severability**

The provisions of this Code of Conduct are severable and if any provision, section or word is held invalid or illegal, such shall not affect or impair any of the remaining provisions, sections or words.