

## **GYPSD STAFF CODE OF CONDUCT**

Grande Yellowhead Public School Division (GYPSD) holds its staff members to a high standard of ethical conduct. This Administrative Procedure is intended to outline general guidelines for conduct, and a process for reporting allegations of misconduct. It cannot provide for every situation or circumstance. It is expected that staff members will behave in a manner that reflects common sense, good judgment, and discretion, and will adhere to all Board Policies, Administrative Procedures, and Collective Agreement Guidelines.

### **A. General**

1. Staff members will adhere to the policies, regulations, and guidelines of the Division, and not knowingly violate the collective agreements between the Division and its unions or staff groups, or any other legal agreement between the Division and an outside agency.
2. Staff members will be respectful in all their interactions with students, parents, community members, other Division employees and contractors.
3. Staff members will conduct their employment responsibilities in an honest, faithful and diligent manner.
4. Private endeavours must not provide the appearance of an opportunity for wrongdoing or unethical conduct. Private endeavours include aspects of a staff member's activity outside those connected with official Division duties. These may include:
  - a. Financial interest;
  - b. Paid and unpaid activities beyond official duty; and
  - c. Relationships with third parties who may be:
    - Employed by the Division
    - Doing business with the Division
    - Seeking employment or benefits from the Division
5. Staff members will 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 the supervisor identifies potential conflict, the matter will be forwarded to the Deputy Superintendent Human Resources and Staff Relations for review.
6. These principles are intended to complement any Code of Ethics that a staff member would follow because of his or her professional affiliation e.g., the ATA Code of Professional Conduct, CUPE Equality Statement and Oath of Obligation, or a professional association code of conduct.

### **B. Roles and Responsibilities**

1. All staff members are responsible for adhering to AP 401, GYPSD Staff Code of Conduct and following Administrative Procedure 401 Appendix for the correct procedure to communicate with others.
2. The Superintendent of Schools or their designate is responsible for compliance with the policy. They review any investigative reports and accompanying responses, and determine

what, if any, action is to be taken.

3. Assistant superintendents, managing directors, directors and principals are responsible for ensuring that staff are informed about the Staff Code of Conduct.
4. The Deputy Superintendent Human Resources and Staff Relations is responsible for the process of managing complaints, including providing information to parties and arranging for investigations.

### **C. Conflict of Interest**

Staff members of the Division will not, without the prior approval of the Superintendent or designate:

1. use information or materials (see section E) belonging to the Division to gain financial benefit either directly or indirectly;
2. enter a contract with the Division, either personally or through a third party.

### **D. Gifts, Payments and Rewards**

Staff members will not accept a gift, payment, favour, or service from any individual or organization in the course of their assigned duties if that gift, payment, favour, or service:

1. is other than a normal exchange of hospitality between people doing business, or
2. affects the fair and unbiased evaluation or acquisition of the materials or services offered to the Division.

### **E. Use of Board Property**

1. Division property, including vehicles, equipment, and material, will not be used for personal benefit or non-Division purposes without Division approval.
2. The Superintendent of Schools or designate may authorize the use of supplies or equipment by Division staff if they feel that such use will assist staff members in their assigned work. It may be required that some staff regularly retain board-owned supplies or equipment in their possession.
3. A written record of the authorization of the use of supplies or equipment will be maintained indicating the time of release, the signature of the user, and the date on which the item is returned.
4. Staff members are responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Division-owned equipment or material entrusted to their care.

### **F. Use of Time**

Staff members are expected to use work time for work purposes.

### **G. Employment External to the Division**

1. If a staff member takes supplementary employment, including self-employment, it will not:
  - a. appear to be an official act or to represent an opinion of the Division, or

- b. interfere with, negatively influence, or affect the performance of their duties for the Division.
2. Staff members who author or create print or non-print courseware, software or any other instructional or educational resource material are deemed to be the owners of this material only if the development of such material is not part of the staff member's assigned duties and the materials are developed on the staff member's own time and without the use of Division resources.
3. Staff members are advised that they should seek approval from their principal or supervisor prior to the commencement of the work.
4. Approval should also be obtained if any Division resources are to be used in the development of the materials.

## **H. Criminal Conduct**

1. Staff members will be expected to notify the Division of all criminal charges at the time the charge is issued.
2. Conviction of any criminal offence may result in termination of employment with the Division.
3. Applicants for employment are required to disclose all criminal charges and convictions.

## **I. Reporting of Allegations of Misconduct**

1. Any staff member who has reasonable grounds for believing that another staff member has engaged in conduct that is dishonest, illegal, abusive, defamatory or detrimental to the interests or reputation of the Division will report the conduct to that staff member's immediate supervisor or the Deputy Superintendent Human Resources and Staff Relations as soon as possible.
2. Teachers making such an allegation against another teacher should seek advice on how to address the situation from a staff officer in Member Services, Alberta Teachers' Association, to ensure they are in compliance with the ATA Code of Professional Conduct.
3. CUPE members may contact their union representatives to ensure compliance with the CUPE Equality Statement and Membership Oath of Obligation.
4. Out-of-Scope staff (OOS) members can follow the process outlined in the Out of Scope Handbook may also wish to contact their professional organizations for assistance; advice is also available from the Deputy Superintendent Human Resources and Staff Relations.

Note: Where the conduct involves imminent threat or danger to any person or property of the Division a staff member should report the conduct immediately.

5. A staff member will only make a report under I.1 in good faith.
6. A supervisor or principal who receives a report under I.1 will inform the Deputy Superintendent Human Resources and Staff Relations as soon as possible.
7. The Deputy Superintendent Human Resources will determine the action to be taken.
8. The Superintendent of Schools' decision regarding the outcome of an investigation will be final.

## **J. Protection for Reporting an Allegation of Misconduct**

1. If an allegation is made in good faith, and is not found to be vexatious, the staff member making the allegation will not be disciplined, regardless of the outcome of the investigation.
2. If the allegation is found to be vexatious and frivolous the staff member(s) will be disciplined.
3. Any staff member who makes an allegation of misconduct that is not in good faith or who retaliates against a staff member for making a report of misconduct in good faith will be subject to disciplinary action, up to and including termination.
4. The staff member making the allegation and anyone who provides information will be protected from any form of retaliation related to their employment from either co-workers or supervisors under this policy.
5. A staff member who has encountered retaliation may submit a complaint in writing within six months to the Deputy Superintendent Human Resources. Staff must be mindful of their responsibilities under their affiliated codes of conduct.
6. The Superintendent of Schools' decision will be final.

Reference: Section 31, 33, 52,53,68,196,204,222,225 Education Act  
Freedom of Information and Protection of Privacy Act Personal Information Protection Act  
Canadian Charter of Rights and Freedoms Canadian Criminal Code Copyright Act  
ATA Code of Professional Conduct Teaching Profession Act

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