

STANDARDS OF CONDUCT

Background

These Standards of Conduct are intended to help School District No. 43 (Coquitlam) employees put the District's values into action every day by providing guidance on the behaviors that support the District's Vision Statement. Through their actions and decisions, employees must apply the District's vision and values on a daily basis. This is an essential part of the District's commitment to students, parents, employees and the broader School District community.

Responsibility

Understanding and complying with the principles set out in this document is critical to the District's goal of building and maintaining the trust of the School District community. The Employee Standards of Conduct are designed to cultivate our individual and collective accountability and serves to advance the District's vision of Learning Without Boundaries. It is intended to provide general guidelines for behavior and reporting and does not account for every occurrence or circumstance. Employee conduct must instill confidence and integrity; and not bring the District into disrepute. Employees are responsible to know, understand, and act in accordance with the principles outlined in this Procedure. This means complying with this procedure and applicable policies and laws but also with their 'spirit and intent'. The District will take seriously any failure to comply with these Standards of Conduct and will take corrective action where appropriate. Employees with doubts or questions concerning any aspect of this policy are encouraged to discuss the matter with their Principal, Manager and/or direct Supervisor.

Principles

1. Professional Conduct

It is expected that all employees be professional and respectful in all their interactions with students, parents, employees, contractors and the general community. Employees are expected to conduct their employment responsibilities in an honest, trustworthy, impartial, diligent, and non-offensive manner. Employees shall adhere to the policies, practices, and procedures of the District.

Bullying, harassment, discriminatory conduct, and violence in the workplace are serious employment offences. Employees must not make comments or engage in conduct which they know or ought to know is intimidating, humiliating, hostile, offensive, discriminatory, or violent. Everyone is responsible for upholding the Board's responsibilities under the *Human Rights Code*. Employees must refrain from any comments or behaviours which are known or ought to be known to discriminate on the basis of race, colour, ancestry, place of origin, political belief, religion, marital

status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or unrelated criminal conviction.

Allegations of bullying, discrimination and harassment will be dealt with in accordance with Administrative Procedure 465 Workplace Bullying, Discrimination and Harassment which outlines that the District recognizes the right of all employees to work in an environment free from bullying, discrimination and harassment. No employee shall engage in retaliatory behavior. Administrative Procedure 408 Protection of Employees from Violence in the Workplace outlines the expectations and procedures for managing violence in the workplace.

2. Relationships with Students

Employees are role models and need to exhibit the highest qualities of character, including honesty, integrity, trustworthiness, and compassion. Employees must never abuse the privileged position of authority, trust, and influence they hold with students. Employees must respect and maintain appropriate boundaries between themselves and our students, acting at all times in a manner consistent with their obligations under any applicable professional code of conduct.

3. Off Duty Conduct

The District respects employee privacy and personal autonomy in activities outside of work, however, an employee's actions at work and in their personal life have the potential to negatively affect the District's operations, reputation and work environment and employees are accountable for those actions. Employees must not engage in off-duty activities which place them in a conflict of interest whether actual or perceived or which negatively affect the District's operations, reputation and work environment. Social media and online posts and discussions are governed by this section.

4. Drug, Alcohol, and Medication Use

The District, and those who perform services on its behalf, have a shared responsibility to maintain a safe and healthy work environment. Employees are role models for students and fellow employees. An employee being impaired during their work hours or while engaged in district work, can have a serious adverse effect on the health, safety, and productivity of district employees, and may undermine parent and community confidence and compromise the reputation of the District.

For the purposes of this Procedure, the term "drugs" includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include alcohol, or medications taken pursuant to a valid prescription and in accordance with a physician's directions.

Employees must not perform duties for the District while impaired by the effects of alcohol, drugs or medications. To support this requirement, the District prohibits:

- 4.1 the use or consumption of alcohol, drugs or medication, including cannabis, that may have an impairing effect, at any time when an employee is at work, on or off district premises;
- 4.2 the use or consumption of drugs, including cannabis, that may have an impairing effect during lunch or other breaks; and
- 4.3 the use or consumption of alcohol during lunch or other breaks that undermines parent and community confidence or compromises the reputation of the District; and
- 4.4 the possession, distribution, offering for sale, or sale of alcohol, drugs, or medication, including cannabis, that may have an impairing effect, at any time when an employee is at work on or off district premises.

Employees are responsible for their use or consumption of alcohol, drugs, and medication preceding work and must allow sufficient time for the impairing effects of those substances to have fully resolved prior to the employee's scheduled work time.

If an employee believes that a worker is impaired by alcohol, drugs, or medication, or observes what appears to be an unsafe or harmful condition or act, the employee must take reasonable action to prevent that worker from working and report it to their Principal, Manager and/or direct Supervisor immediately.

When attending or hosting District sponsored events or events on district property after an employee's regular hours of work, staff are expected to exercise judgement and model the responsible serving and consumption of alcohol and ensure they and others act reasonably and safely in a manner which does not adversely impact the reputation or operation of the District. Cannabis cannot be consumed on district Property at any time or while attending or hosting District events off site. This includes but is not limited to compliance with Section 253 of the Criminal Code of Canada, the Motor Vehicle Act of BC (impaired driving laws), as well as the BC Liquor Control and Licensing Act and the Liquor Control and Licensing Regulation.

Administrative Procedure 458 Employee Drivers and the Use of School District Vehicles, outlines additional procedures that govern the use of district owned vehicle and employee drivers.

Disclosure and Accommodation

Where an employee is required to use medication (including but not limited to medical cannabis) during their hours of work or at a time that could cause the employee to be impaired during their hours of work, whether on or off of district premises, and pursuant to a valid prescription in accordance with a physician's directions, they are required to adhere to the following:

- 4.5 the employee must notify their Principal or Manager prior to using medication during their hours of work or at a time that could cause the employee to be impaired during their hours of work, and prior to attending work impaired; and
- 4.6 the employee must provide medical confirmation (not including diagnosis) that they are authorized to use the medication. Any medical license or

prescription relied on for the use of medical cannabis must be issued in accordance with the applicable statutory requirements.

The District understands that certain individuals may develop an addiction or substance use disorder related to their use or consumption of drugs, alcohol, or medication, and that this may be defined as a disability. Employees with addictions or substance use disorders are encouraged to obtain treatment before their use of drugs, alcohol, or medication affects safety or their work. Where an employee has or suspects they may have an addiction or substance use disorder, they are required to notify their Principal or Manager prior to their use of drugs, alcohol, or medication during their hours of work, whether on or off of district premises, and prior to attending work impaired. Where an employee discloses their use of medication that could cause them to be impaired during working hours, or discloses an addiction or substance use disorder in accordance with this Procedure, the District will work with the employee to determine what, if any, accommodation could reasonably be provided to that individual. No employee who discloses use of medication or an addiction or substance use disorder prior to breaching this Procedure will be disciplined solely because of the disclosure or their involvement in a rehabilitation effort.

If an employee uses drugs, alcohol, or medication in breach of this Procedure they may be subject to discipline up to and including termination of employment.

5. Professional Attire

Employees are expected to come to work wearing appropriate and professional attire. Common sense, reasonableness and good judgment should prevail when selecting work attire that is appropriate for the intended work, educational or business activity and in accordance with WorkSafe BC and other safety considerations.

6. Appropriate use of District Property

Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear, loss or damage to district owned equipment or materials entrusted to their care.

Board assets, whether in physical or intangible form, are intended to help employees achieve business goals. Board assets are primarily to be used for legitimate business purposes. Employees may occasionally use company resources such as a photocopier machine, telephone or e-mail for personal use if there are no measurable increased costs, and other employees or students are not distracted or inconvenienced by the use of those resources. Any use must be consistent with any applicable Board policies (e.g. Administrative Procedure 140-1 Digital Responsibility for Employees).

7. Appropriate use of confidential information and technology

All non-public district data and information is confidential and the property of the District. Employees must practice care and discretion when dealing with confidential information, including but not limited to, information relating to district business,

employees, and students. Confidential information must not be deliberately or inadvertently disclosed, released, or transmitted.

When working with confidential information and systems, employees must always follow relevant district protocols and take appropriate safeguards to ensure it is stored securely and protected against unauthorized access. Compliance is required in accordance with the Freedom of Information and Protection of Privacy Act. If employees are aware of any inappropriate disclosure of confidential, sensitive or non-public information, they must notify their Principal, Manager and/or direct Supervisor or the District Privacy Coordinator.

Administrative Procedure 140-1 Digital Responsibility for Employees covers the obligations of employees with respect to their conduct when using technology, on or off duty.

8. Professional qualifications

Employees must hold and retain any qualifications and licenses required by the job description and profession (as confirmed by their Principal or Manager). This includes keeping required qualifications and licenses current and valid. Employees who are members of a recognized profession which is required for the position and supported by the District, are expected to:

- 8.1 keep abreast of professional developments in the relevant field;
- 8.2 perform their duties in accordance with the recognized standards of that profession, and
- 8.3 abide by any code or standards of conduct adopted by the relevant professional association.

If an employee's professional obligations or standards are in conflict with these Standards of Conduct or with the District's directions to the employee, the employee must promptly notify and seek guidance from their Principal, Manager and/or direct Supervisor.

9. Criminal Conduct

Employees must immediately notify the Executive Director of Human Resources if they are charged with a criminal offence which may be relevant to their employment, including but not limited to, a relevant or specified offence under the *Criminal Records Review Act*. Employees who are not sure whether to disclose a particular charge should err on the side of caution and seek advice from Human Resources, or a union representative.

10. Compliance with Law

Employees must fully comply at all times with both the letter and the spirit of all laws applicable to their job. Employees must never commit or condone an illegal act or counsel another employee to do so. If an employee is aware of an action or practice which they think may be in violation of the law, they must raise this concern with a responsible Principal or Manager without delay.

11. Conflict of Interest

The District recognizes the right of its employees to pursue their private (personal) social, political and financial affairs. However, the right to pursue private activities must be balanced against employees' primary duty to the District. All employees have a fiduciary duty and duty of fidelity and loyalty to their Employer and must conduct themselves and arrange their affairs in such a manner as to prevent a conflict of interest between their role as private citizens and their responsibilities as employees of the District.

Employees have a responsibility to uphold a standard of conduct that preserves and enhances confidence in the integrity, objectivity and impartiality of the activities of the District. A conflict of interest involves situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflicts with the interests of the District, or when there is a reasonable basis for the perception of such conflict. A conflict of interest may arise in a variety of ways including not limited to:

- 11.1 When an employee's private activities or financial interests are, or appear to be in conflict with his/her responsibilities and duties towards the District;
- 11.2 When an employee's private interests, assertions, actions, or activities hinder his/her ability to act in the best interest of the District or is perceived as such;
- 11.3 When an employee gains an advantage in their private activities or financial interests as a result of knowledge, or involvement in the business of the District;
- 11.4 When an employee gains a benefit directly or indirectly from the District's business relationship with contractors or other individuals;
- 11.5 When an employee's assertions or actions compromise, or undermine the trust which the public places in the District, or disparages, defames, embarrasses, or damages the reputation of the District; or
- 11.6 When an employee engages in any unauthorized activity or speaks publicly on a matter where this could be perceived as an official act or representation of the District.

Employees must exercise care in the management of their activities and private personal affairs so as not to benefit from, or appear to benefit from:

- 11.7 The use of information acquired during the course of their duties, where such information is not generally available to the public;
- 11.8 The use of equipment, supplies, facilities, staff, and other resources; or
- 11.9 Any decision or corporate transactions over which they can influence decisions.

Political Participation

Employees may participate in the democratic process at any level, including being a member of a political party, supporting a candidate for elected office, campaigning in elections and running for or holding public office. However, this must be done on their own time, and with care to ensure separation between their private activities and their association with the District. Employees may be able to run for office if their

duties with the District and their duties of public office would not give any rise to any actual or apparent conflict of interest. Employees must not use school district facilities, equipment, or resources in the support of these activities.

Personal Relationships at Work

Personal relationships at work, such as close friendships, relatives, or intimate relationships, have the potential to lead to a conflict of interest. Typically, where these relationships exist, there must not be a direct reporting relationship, and neither employee should have influence over a hiring decision, job evaluation, promotion, or other decision affecting the employee with whom they have a relationship. When relationships develop that could give rise to a conflict of interest, these relationships must be reported to the Executive Director of Human Resources. Disclosure will allow attempts to mitigate the possibility of a conflict. The District reserves the right to make changes to eliminate the possible conflict of interest.

External Employment

Employees may take supplementary employment, including self-employment or volunteer work, providing:

- 11.10 It does not interfere, influence or affect the performance of their duties or their obligation to the District;
- 11.11 It does not represent a conflict of interest or the reasonable perception of a conflict of interest;
- 11.12 The work is not performed in such a way as to appear to be an official act or to represent an opinion of the District;
- 11.13 It does not negatively affect the operation or reputation of the District;
- 11.14 It is not in direct competition with the activities of the District;
- 11.15 They do not realize an advantage given their affiliation with the District; and
- 11.16 They do not use work time or District facilities, resources, information or equipment.

Employees are encouraged to consult with their Principal or Manager prior to commencing employment external to the District.

Post-Employment Obligations

When employees leave the District, they have ongoing responsibilities to the District, including:

- 11.17 Protection of confidential information – the confidentiality of sensitive and/or personal information, as realized through their employment with the District, must be maintained. Confidential information must not be disclosed. It must not be used for personal gain or shared with future employers.
- 11.18 Return of District Property – Any property, materials, or documents, must be returned on or before one's last working day, including but not limited to, confidential information, files, records, keys, security passes, and any electronic equipment or mobile devices.

Gifts and Payments

School District employees shall not accept or provide a gift, payment, favour or service from or to any individual or organization in the course of the performance of their assigned duties if that gift, payment, favour, or service:

- 11.19 Is an item(s) other than that of minimal value and of a nature one could or would reciprocate;
- 11.20 Is other than a normal exchange of hospitality between people doing business;
- 11.21 Affects the fair and unbiased perception or the evaluation of the materials or services offered for use by the Coquitlam School District; or
- 11.22 May create the appearance of undue influence.

Employees must exercise tact and good judgement when accepting or providing gifts, payments, favors, or service. When in doubt, they should consult their Principal, Manager and/or direct Supervisor.

12. Duty to Report

Employees have an ongoing duty to recognize and make a full written disclosure, (see Form A attached for conflict of interest disclosures), to his or her Principal, Manager, and/or direct Supervisor of any actions that have been taken contrary to this Procedure and any potential, perceived or real conflicts of interest in advance of taking the action that gives rise to the conflict of interest. If the conflict could not be foreseen disclosure must occur immediately upon becoming aware of the potential conflict of interest. Employees also have an ongoing duty to report to his or her Principal, Manager and/or direct Supervisor any circumstances affecting another employee covered by the above.

If a Principal, Manager and/or direct Supervisor receives a disclosure they must review it to determine if they believe the employee has acted contrary to this Procedure. The Principal, Manager and/or direct Supervisor may consult with their Supervisor regarding the disclosure. A decision will be made as to whether a breach of this Procedure has taken place.

Last Revised: October 2018

Conflict of Interest Declaration – PART A

Any information you provide in this form will be received in confidence on the understanding that, subject only to any applicable law (including the *Freedom of Information and Protection of Privacy Act (BC)*) or court order, the information will remain confidential and will only be available to those who are responsible for its review and management in the administration of the Code of Conduct.

Please type or print clearly.

Name:

Position:

Location:

I hereby declare that:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. I have a Private Interest directly or through a Related Person | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I am a director or officer of a private or public company or other organization | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have a Private Interest or Outside Activities that compete with or may be in conflict with any of my functions or duties for or on behalf of School District No. 43 (Coquitlam) or that could affect or be affected by the deliberations, decisions, interests, and/or business of School District No.43 (Coquitlam). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I am in a potential, perceived or real conflict of interest position | <input type="checkbox"/> | <input type="checkbox"/> |

I confirm I have a continuing obligation to disclose any changes to the answers to the above questions during the term of my appointment/employment with School District No.43 (Coquitlam).

Name:

Signature:

Date:

Telephone:

If you checked "Yes" for any of the statements in Part A of this Declaration, please complete Part B of this Declaration.

Conflict of Interest Declaration – PART B

This section must be completed if you checked “Yes” for any statement in Part A of this Declaration. Please provide details below for the reasons you checked “Yes”.

Where applicable, please include the following information of each interest:

- Type of Private Interest or conflict of interest (e.g. financial, personal and/or private affiliation, relationship or involvement etc.).
- Particulars of the Private Interest or that of a Related Person (e.g. legal name and address of business, position held, name and position of Related Person), or conflict of interest.
- All material details.
- (Optional) Any recommendations for dealing with the potential, perceived or real conflict of interest.

I HEREBY CONFIRM THAT THIS IS A COMPLETE DISCLOSURE OF ALL CONFLICTS OF INTEREST CONCERNING PRIVATE INTERESTS OR THAT OF A RELATED PERSON RELATED TO MY POSITION WITH SCHOOL DISTRICT NO.43 COQUITLAM.

Signature

Date

Name and title of individual receiving disclosure

Date

Signature of individual receiving disclosure