

administrative regulation

Administrative
Regulation No.
4027

Classification:
Staff

Effective Date:
August 31, 2020

Employee Code of Conduct

1 | Purpose

The purpose of this administrative regulation is to:

- provide guidelines for the conduct of CBE employees.

2 | Scope

This administrative regulation applies to:

- all CBE employees.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply could result in disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply.

- CBE maintains high standards for the conduct of its employees.
- Employees are expected to exercise common sense, good judgement and discretion.
- Employees are expected to conduct themselves honestly and with integrity.
- CBE Working Relationship Commitment guides our work together.
- Employee conduct should reflect CBE values.

5 | Definitions

Bullying: means aggressive and repeated behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual including physical, emotional, or social harm, harm to the individual's reputation or harm to the individual's property, or to create a negative environment for another individual. Bullying behaviour includes the use of any physical, verbal, electronic, written or other means.

CBE: means The Calgary Board of Education.

Confidentiality: means the duty of anyone entrusted with information to keep that information private and only use that information for the purpose in which it was intended.

Conflict of Interest: means situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of the CBE, or when there is a reasonable basis for the perception of such conflict.

Discrimination: means any type of behaviour that includes practices or actions, intentional or otherwise that is exclusionary, denies access or differentiates adversely and is based on such aspects as: race, religious beliefs, colour, gender, sexual orientation, physical/mental disability, ancestry, place of origin, marital status, family status, source of income or age.

Harassment: means any behaviour or pattern of repeated behaviour that disparages, humiliates or harms another person, denies an individual's dignity and respect, and is demeaning or humiliating to another person.

Organizational Assets: means all tangible property and equipment and all intangible property (data/information and operational systems) owned by CBE that are vital to its operation.

Sexual Harassment: means any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotions.

6 | Regulation Statement

General

- 1) Employees shall:
 - a) treat students, parents, community members and other CBE employees with dignity, respect and consideration;
 - b) adhere to their respective collective agreements or terms and conditions of employment;
 - c) report to work fit to conduct their duties;
 - d) adhere to the policies, practices, and regulations of CBE;
 - e) conduct their employment responsibilities in a respectful, honest and diligent manner; and
 - f) protect organizational assets through adherence to expectations around confidentiality.
- 2) Employees shall not:

- a) engage in discriminatory behaviour;
- b) engage in behaviour that constitutes harassment or sexual harassment;
- c) engage in bullying behaviour;
- d) engage in activities that are deemed to be in a conflict of interest;
- e) engage in behaviour that may compromise CBE's image or reputation including activities that may disparage, defame, or embarrass the organization;
- f) engage in behaviour that is non-compliant with expectations of confidentiality in CBE, such as breach of confidentiality or misuse of information;
- g) expose or subject any student to sexual contact, activity, behaviour or sexually explicit material;
- h) engage in a relationship with a staff member, parent or community member that disrupts the school community or workplace;
- i) be under the influence of, or provide others with alcohol, cannabis, cannabis-infused products or illegal drugs while on work premises or performing work related duties, except when following a CBE authorized medical accommodation; or
- j) engage in retaliatory behaviour against anyone who uses the policies and procedures of CBE.

Conflict of Interest

- 3) Employees of the CBE shall be deemed to be in conflict of interest if they:
 - a) are party to a subsisting contract with the CBE other than a contract of employment under which money of the CBE is payable or may become payable;
 - b) have a shareholding interest in any private corporation (other than a corporation whose shares are publicly traded) which has a subsisting contract with the CBE under which money of the CBE is payable or may become payable;
 - c) use information gained through their positions as employees of the CBE to gain benefit either directly or indirectly;
 - d) are in a familial, cohabitation or intimate relationship at the same time there is a direct supervisory relationship;

- e) disclose information gained through their positions as employees of the CBE for the benefit of themselves or others;
- f) are party to a contract with the CBE for the lease or purchase of real estate property or holdings: or
- g) engage in private endeavours, outside of official CBE duties, that provide the appearance of an opportunity for wrongdoing or unethical conduct, which include, but are not limited to;
 - i. paid or unpaid activities beyond official duty;
 - ii. activities associated with a financial interest; and
 - iii. relationships with third parties who may be associated with the CBE through employment or business.

4) Employees shall not;

- a) use information or materials belonging to the CBE to gain financial benefit either directly or indirectly;
- b) enter into a contract with the CBE , either personally or through a third party; or
- c) use their employment to gain personal advantage beyond the benefits provided by their employment contract.

Criminal Conduct

- 5) Employees must immediately notify the superintendent of Human Resources if they are charged with a criminal offence.
- 6) Employees charged with an offence under the Criminal Code of Canada may be suspended from their employment.
- 7) An individual's employment with CBE may be terminated as a result of a criminal conviction.

Gifts and Payment

- 8) CBE employees shall not accept or provide a gift, payment, favour or service from or to any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:
 - a) is other than a normal exchange of hospitality between people doing business; or
 - b) affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the CBE; or

c) may create the appearance of undue influence.

Use of CBE Property

- 9) Principals or managers may authorize the use of CBE equipment by a CBE employee off CBE premises provided the required documentation is completed, tracked and retained by the direct supervisor.
- 10) CBE property, including vehicles, equipment and material shall not be used for personal benefit, gain or non-CBE use without supervisor approval and documentation.
- 11) Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear, loss or damage to CBE-owned equipment or material entrusted to their care.

Outside Employment

- 12) Employees may take supplementary employment, including self-employment, unless such employment:
 - a) constitutes a conflict of interest under section 3 of this regulation;
 - b) is performed in such a way as to appear to be an official act or to represent an opinion of the CBE; or
 - c) interferes with, influences or affects the performance of duties for the CBE.

7 | History

Approval	August 31, 2020
Next Review	August, 2025
Revision/Review Dates	June 27, 1978 June 14, 1994 February 15, 2003 June 2015 October 11, 2018

8 | Related Information

- *Education Act*, S.A. 2012 c. E-0.3
- AR 1061 | Responsible Care and Security of Information
- AR 1062 | Responsible Use of Electronic Information Resources
- AR 4024 | Smoke-free Environment
- AR 4038 | Harassment, Sexual Harassment and Discrimination
- AR 4080 | Workplace Violence
- AR 4090 | Public Interest Disclosure (Whistleblower Protection)