


Policy Name:	EMPLOYEE CODE OF CONDUCT	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	November 19, 2014	
Next Scheduled Renewal Date:	October 2019	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-001	

## EMPLOYEE CODE OF CONDUCT POLICY

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to outline the standards of ethical conduct expected of all employees of Coast Mountain College (CMTN) in their day-to-day dealings with students, fellow employees, suppliers, governmental agencies, other stakeholders, competitors, and with the communities in which we operate.
- 1.2 The Employee Code of Conduct is intended to ensure that all employees are held accountable for their actions. All employees are expected to read and understand this Code.
- 1.3 See also FAC-009, *Use of College Facilities and Grounds* for information on the use of College facilities and grounds.

### 2.00 DEFINITIONS

- 2.1 **Apparent Conflict of Interest:** Any situation that might be perceived as a conflict of interest.
- 2.2 **Associate:** A person with a business relationship with an employee.
- 2.3 **Confidential Information:** Proprietary, technical, operational, business, financial, legal affairs, student information, or any other information that the College treats as confidential.
- 2.4 **Conflict of Interest:** A conflict of interest or apparent conflict of interest.
- 2.5 **Designated Supervisor:** The next-in-line administrator.
- 2.6 **Employees:** Includes faculty, staff, administration, and contractors.
- 2.7 **Family or Family Member:** A spouse, child, parent, or sibling of an employee.
- 2.8 **Relative:** A person connected to another by blood or marriage.

### 3.00 CONDUCT EXPECTED OF EMPLOYEES

- 3.1 The effective and efficient operation of the College relies on employees fulfilling their roles and responsibilities according to the highest standards of conduct.

3.2 Employees are expected to:

- a) not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, imprudent, or in violation of generally accepted business and professional ethics
- b) not allow their private interests to conflict, or appear to conflict, with their duties and responsibilities at the College
- c) act honestly, in good faith, and in the best interests of the College at all times
- d) ensure that their conduct and language in the workplace meets acceptable social standards of courtesy, dignity, trust, and respect
- e) avoid creating the impression of speaking or acting on behalf of the College when they are speaking or acting as private persons
- f) ensure that their interactions and relationships with students, co-workers, and other individuals who deal with the College comply with this Code
- g) not take credit for the work or ideas of others, even in cases where the work has not been explicitly protected by copyright or patent
- h) act in a prudent and diligent manner
- i) provide services within the boundaries of their competence, based on their education, training, professional experience, and professional development
- j) accurately represent their qualifications, educational backgrounds, experience, and professional credentials.

3.3 While at work, employees must comply with both the letter and the spirit of all laws and regulations that are applicable to the College, including maintaining a safe and healthy working environment, and ensuring a workplace that is free from discrimination or harassment based on race, colour, religion, sex, age, national origin, or disability. If in doubt, employees are expected to ask their designated supervisor for clarification.

4.00 INAPPROPRIATE CONDUCT

4.1 Inappropriate conduct subject to penalty under this Code includes, but is not limited to, threatening or engaging in behaviour that:

- a) disturbs the learning environment or impedes the instructional process or the delivery of College services
- b) is hostile, intimidating, discriminatory, or disrespectful of others, or that may endanger the health or safety of employees or students of the College
- c) contradicts common standards and protocols of safety, including regulations and protocols for classrooms, laboratories, shops, the cafeteria, the library, and any other College facility including those used in partnership with other parties
- d) damages, defaces, or destroys College property
- e) brings the College into disrepute or which significantly interferes with its operations.

5.00 WORKPLACE RELATIONSHIPS

5.1 Employees with influence, input, or decision-making power over a student's marks, academic interests, or other similar matters must not become involved in a business or

inappropriate personal relationship (including romantic or sexual) with the student for the duration of the professional relationship or evaluative role.

6.00 RELATIONSHIPS WITH CO-WORKERS

- 6.1 Employees must ensure that social relationships with co-workers do not interfere with work performance or effective functioning of the workplace.
- 6.2 Employees who engage in personal relationships with co-workers (including romantic or sexual) will be responsible for ensuring that the relationship does not raise concerns about abuses of power, harassment, favouritism, bias, or conflicts of interest.
- 6.3 Decisions regarding hiring, evaluation, or promotion cannot be made by an employee with a personal relationship with that person or who could benefit from the decision.
- 6.4 If employees have a concern about a personal relationship, they should discuss it with their Designated Supervisor who will notify the Director of Human Resources.

7.00 CONFLICT OF INTEREST

- 7.1 Employees must not put themselves in a position in which their private interests are, or might be perceived to be, in conflict with the interests of the College.
- 7.2 Employees must not use their position with the College to pursue or advance their private interests, the interests of a family member, friend, relative, employee, associate, corporation, charity, union, partnership, or the interests of a person to whom the employee owes a personal or familial obligation.
- 7.3 Employees must not use their position to gain direct or indirect benefit for themselves or family members or solicit or accept favours or benefits from organizations known to be seeking business, contracts, or services from the College.

8.00 CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

- 8.1 During the course of their employment or while performing their duties, employees may be given access to or become aware of confidential or proprietary information relating to the College, its employees, suppliers, and contractors.
- 8.2 Employees must maintain the confidentiality of such information, in whatever form, or however stored or transmitted, and protect that information from loss, theft, or misuse.
- 8.3 Confidential information must not be divulged to anyone other than those authorized to receive it.
- 8.4 This confidentiality also applies to confidential or proprietary information that a third party has disclosed to the College.
- 8.5 The section covering confidentiality and protection of personal information continues to apply even after employees have left the employment of the College.

9.00 ENTERTAINMENT, GIFTS, AND FAVOURS

- 9.1 It is essential to fair business practices that all those who associate with the College as suppliers, contractors, or employees be treated fairly and without favouritism.
- 9.2 Employees may only accept or offer entertainment, gifts, and favours in normal exchanges that are generally accepted in established business relationships. An exchange

of entertainment, gifts, or favours must create no sense of obligation or give the appearance of undue influence.

9.3 Gifts or favours include a gratuitous service, loan, discount, money, or article of value.

#### 10.00 POST-EMPLOYMENT RESTRICTIONS FOR SENIOR EXECUTIVES

10.1 For the purpose of post-employment restrictions, “senior executive” means a person employed by the College as President & CEO, Vice President, or Associate Vice President. “Outside entity” means a person or entity other than a public sector employer as defined in Section 1 of the [Public Sector Employers Act](#).

10.2 As a condition of employment with the College, if a senior executive has had a substantial involvement in dealings with an outside entity on behalf of the College at any time during the year immediately preceding the end of the senior executive’s employment with the College, for one year after the end of the senior executive’s employment, the senior executive will not:

- a) accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that outside entity, or
- b) provide consulting or other services to that outside entity in connection with its dealings with the College.

#### 11.00 REDUCTION OF ONE-YEAR LIMITATION

11.1 The President & CEO, or the Board of Governors if the senior executive is the President & CEO, may reduce a senior executive’s one-year restriction, upon application, after considering the following:

- a) the circumstances under which the senior executive’s employment ended
- b) the senior executive’s general employment prospects
- c) the significance to the College of information the senior executive possessed by virtue of the senior executive’s position with the College
- d) the desirability of a rapid transfer of the senior executive’s skills to an employer other than the College
- e) the degree to which the new employer might gain unfair commercial advantage by hiring the senior executive
- f) the authority and influence the senior executive possessed while employed by the College
- g) the disposition of other cases.

11.2 The decision of the President & CEO, or the Board of Governors if the senior executive is the President & CEO, on the application to reduce the senior executive’s one-year restriction will be issued in writing within 10 working days of receipt of the application.

11.3 If the President & CEO reduces the one-year restriction for a Vice President, the President & CEO will report the change to the Board of Governors at the next regularly scheduled meeting.

## 12.00 COMPLIANCE AND REPORTING

- 12.1 The Director of Human Resources is responsible for monitoring compliance with this Code.
- 12.2 The College must behave, and be perceived to behave, as an ethical organization and accordingly, employees must adhere to the standards described herein and to the standards set out in applicable policies, guidelines, and legislation.
- 12.3 Employees are responsible for reading, understanding, and complying with all College policies, including this Code, and should seek clarification if needed.
- 12.4 Compliance with this Code is a condition of employment for all employees.
- 12.5 The employee's designated Supervisor is responsible for providing guidance on policies, including this Code.
- 12.6 If employees become aware of a potential conflict of interest, they will immediately disclose the conflict in writing to their Designated Supervisor.
  - a) The Designated Supervisor will forward the disclosure to the Director of Human Resources if appropriate.
  - b) The Director of Human Resources will determine what action, if any, will be taken to address the conflict of interest.
- 12.7 If employees become aware of a potential violation of this Code by either themselves or by other employees, they will immediately report the violation in writing to their Designated Supervisor.
  - a) The Designated Supervisor will forward the report to the Director of Human Resources, if appropriate.
  - b) The Director of Human Resources will determine what action, if any, will be taken to address the violation.
- 12.8 Retaliation of any kind against an employee for making a disclosure in good faith, for reporting an apparent violation, or for assisting in an investigation pursuant to this Code is not permitted.

## 13.00 EXEMPTIONS OR WAIVERS FROM CODE REQUIREMENTS

- 13.1 Employees may request an exemption from or waiver of a requirement of this Code.
  - a) Requests must be made through the employee's Designated Supervisor provided that the Designated Supervisor is satisfied that sufficient safeguards are in place to ensure that the College's interests are not compromised.
- 13.2 All waiver requests must be made in writing and require the approval of the Human Resources Director or Designate.
  - a) The Human Resources Director may forward the request to the Board of Governors for review and approval.
  - b) The Board of Governors may forward the request to the Minister responsible for PSEC for review and approval.
- 13.3 Conditions may be attached to an exemption or waiver. A copy of the fully executed waiver, along with a full and detailed disclosure of all material and relevant circumstances respecting the matter, will be held in the employee's personnel file.

14.00 BREACH

- 14.1 Employees who are found to have violated the requirements of this Code may be subject to disciplinary action, up to and including termination.
- 14.2 If a violation of law is involved, the matter will also be referred to the appropriate law enforcement agency.
- 14.3 Any Designated Supervisor who directs, approves, or shows a willful blindness to a violation of this Code, or who fails to report a violation, is subject to disciplinary action up to and including termination of employment.

15.00 RELATED POLICIES AND PROCEDURES

- 15.1 FAC-009, *Use of College Facilities and Grounds*

16.00 OTHER SUPPORTING DOCUMENTS

- 16.1 [Freedom of Information and Protection of Privacy Act](#)
- 16.2 [Public Sector Employers Act](#)
- 16.3 [Standards of Conduct for BC Public Service Employees](#)

17.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Apr 15, 2014		President's Council