

STANDARDS OF CONDUCT FOR DISTRICT EMPLOYEES

Background

The highest standards of conduct among District employees are essential to meeting the requirements of the School Act and to maintaining and enhancing the public's trust and confidence in public education.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal. Employees are to contact the Director, Human Resources for advice and assistance on the interpretation or application of this Administrative Procedure.

Procedures

Mandatory Requirements

1. Loyalty

- 1.1 District employees have a duty of loyalty to the District as their employer. The duty of loyalty requires District employees, irrespective of political preferences or affiliations, to serve the District to the best of their ability. The honesty and integrity of the District demands that the impartiality of employees, in the conduct of their duties, be above suspicion. Employees' conduct is to instill confidence and trust and must not bring the District into disrepute.

2.

3. Public Comments

3.1 District employees are free to comment on public issues but must exercise caution to ensure, that by doing so, they do not jeopardize the perception of impartiality in the performance of their duties. For this reason, care is to be taken in making comments or entering into public debate regarding District policies or administrative procedures. District employees must not use their position in the District to lend weight to the public expression of their personal opinions.

4. Political Activity

4.1 Public service employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities.

4.2 Employees must not engage in political activities during working hours or use District facilities, equipment or resources in support of these activities. Partisan politics at the local, provincial or national levels are not to be introduced into the workplace.

4.3 This does not apply to informal private discussions among co-workers.

5. Section 3(u)-(r) of the Freedom of Information Act

4.9 (t)-6.6 (na)10.5 (t)-6.6 (i)2.6 sc)8.9 (cs)-2 (our)4.9 (t)-6.6 eouscpurfsio(al)2.6 (,)426 q(é)2.6 (t)-6.6 abl,t ffiint an(eo)10.5

)11.3 (t)-6.6 (hebl)2.6 (n)10.5 (g)-11.2 (i)2.6 es)-2 lw)13.5 a(t)-6.6 (i)2.6 (v)8.9 e()TJ 8.753 -1.141 Td [(f)-6.6 (r)-6.6 (v)1352 (i)2.

r45.9 (k)29.(pl)2.6 (E)2 (.)TJ 0 Tc 0 Tw
mploye'.csnodu
iritio()TJ 0.232

7.4.6 An employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of their employment in the District, other than:

7.4.6.1 The exchange of hospitality between persons doing business together,

7.4.6.2 Tokens exchanged as part of protocol,

7.4.6.3 The normal presentation of gifts to persons participating in public functions, or

7.4.6.4 The normal exchange of gifts between friends.

7.4.7 An employee solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.

8. Allegations of Wrongdoing

8.1 Employees have a duty to report any situation that they believe contravenes the law, misuses District funds or assets, or represents a danger to student or employee public health and safety or represents a significant danger to the environment.

8.1.1 Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act).

Employewd [(publ)



12. Outside Remunerative and Volunteer Work

12.1 Employees may engage in remunerative employment with another employer, carry on a business, receive remuneration from public funds for activities outside their position or engage in volunteer activities provided it does not:

12.1.1 Interfere with the performance of their duties as a District employee;

12.1.2 Bring the District into disrepute;

12.1.3 Represent a conflict of interest or create the reasonable perception of a conflict of interest:

12.1.4 Appear to be an official act or to represent District opinion or policy;

12.1.5 Involve the unauthorized use of work time or District premises, services, equipment or supplies to which they have access by virtue of their District employment; and

12.1.6 Gain an advantage that is derived from their employment as a District employee.

12.2 Employees who have questions or concerns regarding their particular situations, are encouraged to contact their supervisor or the Director, Human Resources for advice and assistance.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Human Rights Act
Occupational Health and Safety Regulations
School Regulation 265/89
Collective Agreements

SD No. 40 (New Westminster)

Adopted: May 30, 2017
