

DIVISION STAFF CODE OF CONDUCT

Background

The High Prairie School Division (HPSD) holds its staff members to a high standard of ethical conduct. This administrative regulation 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 which reflects common sense, good judgment, and discretion, and will adhere to all Board Policies, Administrative Procedures and Guidelines.

1. Procedures

Staff members shall adhere to the policies, regulations, and guidelines of HPSD, and not knowingly violate the collective agreements between HPSD and its unions or staff groups, or any other legal agreement between HPSD and an outside agency.

- 1.1. Staff members shall be respectful in all their interactions with students, parents, community members, other HPSD employees and contractors.
- 1.2. Staff members shall conduct their employment responsibilities in an honest, faithful, and diligent manner.
- 1.3. 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 HPSD duties. These may include:
 - 1.3.1. Financial interest;
 - 1.3.2. Paid and unpaid activities beyond official duty; and
 - 1.3.3. Relationships with third parties who may be
 - 1.3.3.1. employed by HPSD;
 - 1.3.3.2. doing business with HPSD; and/or
 - 1.3.3.3. seeking employment or benefits from HPSD.
- 1.4. Staff members shall disclose to their supervisor/principal any financial, business, or commercial interest which may conflict with their duty to HPSD or the proper execution of their duties. Where potential conflict is identified by the supervisor, the matter will be forwarded to Director of Business for review.
- 1.5. 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.

2. Roles and Responsibilities

- 2.1. All staff members are responsible for adhering to the Division Staff Code of Conduct.
- 2.2. The Superintendent or their designate is responsible for compliance with the policy. They review any investigative report and accompanying responses, and determines what, if any, action is to be taken.
- 2.3. Assistant superintendents, supervisors, directors, and principals are responsible for ensuring that staff are informed about the code of conduct.
- 2.4. The Director of Business is responsible for the process of managing complaints, including providing information to parties and arranging for investigations.

3. Conflict of Interest

Staff members of HPSD shall not, without the prior approval of the Superintendent or designate:

- 3.1. use information or materials (see section 5) belonging to HPSD to gain financial benefit either directly or indirectly;
- 3.2. enter into a contract with HPSD, either personally or through a third party.

4. Gifts, Payments and Rewards

- 4.1. Staff members shall 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:
 - 4.1.1. is other than a normal exchange of hospitality between people doing business, or
 - 4.1.2. affects the fair and unbiased evaluation or acquisition of the materials or services offered to HPSD.

- 4.2. Site supervisors shall not use operational funds to provide incentives to staff in the form of money, gift cards or divisional property.

5. Use of Board Property

- 5.1. HPSPD property, including vehicles, equipment, and material, shall not be used for personal benefit or non-division purposes without Division approval.
- 5.2. The Superintendent or designate may authorize the use of supplies or equipment by HPSPD 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.
- 5.3. A written record of the authorization of the use of supplies or equipment shall be maintained indicating the time of release, the signature of the user, and the date on which the item is returned.
- 5.4. 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.

6. Use of Time

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

7. Employment External to the Division

- 7.1. If a staff member takes supplementary employment, including self-employment, it shall not:
 - 7.1.1. appear to be an official act or to represent an opinion of HPSPD, or
 - 7.1.2. interfere with, negatively influence, or affect the performance of their duties for HPSPD.
- 7.2. 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 HPSPD resources.
 - 7.2.1. Staff members are advised that they should seek approval from their principal or supervisor prior to the commencement of the work.
 - 7.2.2. Approval should also be obtained if any HPSPD resources are to be used in the development of the materials.

8. Criminal Conduct

- 8.1. Staff members shall be expected to notify HPSPD of all criminal charges at the time the charge is issued.
- 8.2. Conviction of any criminal offence may result in termination of employment with HPSPD.
- 8.3. Applicants for employment are required to disclose all criminal charges and convictions.

9. Reporting of Allegations of Misconduct

- 9.1. Any staff member who has reasonable grounds for believing that another staff member has engaged in conduct that is dishonest, illegal, abusive, or detrimental to the interests or reputation of HPSPD shall report the conduct to that staff member's immediate supervisor or the Director of Business as soon as possible.
- 9.2. Teachers making such an allegation against another teacher should seek advice on how to address the situation from a staff officer in Teacher Employment Services, Alberta Teachers' Association, to ensure they are in compliance with the ATA Code of Professional Conduct. Similarly, CUPE members may contact their union representatives to ensure compliance with the CUPE Equality Statement and Membership Oath of Obligation. Exempt staff members may wish to contact their professional organizations for assistance; advice is also available through HPSPD Human Resources office.

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

- 9.3. A staff member shall only make a report under section 9.1 in good faith.

- 9.4. A supervisor or principal who receives a report under section 9.1 shall inform the Director of Business as soon as possible.
- 9.5. The Director of Business shall determine the action to be taken.
- 9.6. The Superintendent's decision regarding the outcome of an investigation will be final.

10. Protection for Reporting an Allegation of Misconduct

- 10.1. 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.
- 10.2. 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.
- 10.3. A staff member who believes to have encountered retaliation may submit a complaint in writing within six months to the Director of Business. Teachers must be mindful of their responsibilities under the Code of Professional Conduct.
- 10.4. The complaint will be investigated as per HPSD process.
- 10.5. 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 shall be subject to disciplinary action, up to and including termination.
- 10.6. The Superintendent's decision shall be final.

Cross References:

[Administrative Procedure 140 - Use of Information Technology](#)
[Administrative Procedure 173 - Smoke, Vape and Tobacco Use](#)
[Administrative Procedure 176 - Workplace Violence](#)
[Administrative Procedure 406 - Criminal Record Check](#)
[Administrative Procedure 460 - Harassment](#)
[Administrative Procedure 475 - Use of Divisional Vehicles \(Excluding Buses\)](#)
[Administrative Procedure 501 - Use of School Facilities](#)
[Administrative Procedure 511 - School Generated Funds](#)

References:

Education Act Section 33(1)(d)