

Administrative Procedure 404 – Employee Conduct

Background

Service to our students and the public is the primary obligation of all Division employees. It is expected that staff and contractors represent the Division positively by providing the highest quality of service while acting in the best interests of the Division. References in this administrative procedure to staff or employees shall include contract staff.

Procedures

1. These procedures are intended to complement any Code of Conduct or Ethics that an employee would follow because of his/her professional association or as an employee with the Division.
2. The following principles of conduct shall be followed in the performance of their duties with, or as representatives of, the Division:
 - 2.1. All staff and contractors shall:
 - 2.1.1. demonstrate honesty and integrity;
 - 2.1.2. demonstrate loyalty and respect towards the Division;
 - 2.1.3. speak positively in public about the Division, and address any concerns respectfully to their supervisor;
 - 2.1.4. respect differences in people, their ideas and their opinions;
 - 2.1.5. acknowledge the right of everyone to be treated with dignity, at all times;
 - 2.1.6. take appropriate measures to help those in need;
 - 2.1.7. use non-violent means to resolve conflict;
 - 2.1.8. honour the role(s) of persons in positions of authority;
 - 2.1.9. show care and regard for school property and the property of others;
 - 2.1.10. comply with all applicable federal, provincial and municipal laws;
 - 2.1.11. promote and demonstrate respect, civility, and responsible citizenship.
 - 2.2. Public Interest
 - 2.2.1. Staff, in fulfilling their Division duties, shall make decisions in the public interest and with regards to the merits of each case.
 - 2.3. Public Scrutiny Considerations
 - 2.3.1. Staff have an obligation to perform their Division duties and arrange their private affairs in a manner that will bear the closest public scrutiny, an obligation that is not fully discharged by simply acting within the law.
 - 2.4. Conflict of Interest Avoidance
 - 2.4.1. Staff shall arrange their private affairs in a manner that will prevent real, potential or perceived conflicts of interest from arising. If such conflict does arise between an employee's private interests and the official Division duties

of the employee, the employee shall notify their direct supervisor immediately. The conflict shall be resolved in favour of the Division's interest.

2.5. Confidentiality of Information

2.5.1. Staff shall not knowingly share to outside parties or take advantage of, or benefit from, for personal gain, information that is obtained in the course of their Division duties and responsibilities, and that is not generally available to the public. Staff shall maintain the strictest confidence of information gained through their position when that information is not available to the public.

2.6. Nepotism Avoidance

2.6.1. Supervisors shall not exercise favouritism or nepotism in the decision to employ, place or promote any applicant for employment. Employees shall not hire, promote, or provide business to individuals due to a close personal or family relationship, and shall at all times make hiring and purchasing decisions in the best interests of the Division. Employees must disclose any possible scenarios involving nepotism to the Superintendent or Assistant Superintendent prior to engaging in hiring or Secretary Treasurer regarding purchasing practices. Instances of possible and current nepotism shall be reviewed annually by the Superintendent.

2.7. Fraud Prevention

2.7.1. Employees shall be aware and be in compliance with the expectations under the [*Administrative Procedure 404 -1 Appendix - Conflict of Interest and Fraud Prevention*](#).

2.8. Secondary Employment or Business

2.8.1. Staff shall not engage in any employment, business or transaction which is incompatible with the proper discharge of their duties or that may influence them unduly. Staff shall disclose to their Principal/Supervisor, any financial, business or commercial interest which may be interpreted as conflict of interest or conflicting with carrying out their duties.

2.9. Division Assets

2.9.1. Staff shall not directly or indirectly use, or allow the use of, Division property of any kind (including schools), for anything other than officially approved Division activities. Employees are able to request approval from the Secretary-Treasurer to address unique situations.

2.10. Use of Technology

2.10.1. Staff shall use Division technology according to existing technology agreements.

2.11. Intellectual Property

2.11.1. Staff shall be aware and respect that products and materials developed as part of an employee's regular duties are the property of the Division.

2.12. Use of Alcohol or Controlled Substances

- 2.12.1. Staff shall not consume or be under the influence of controlled substances, alcohol, marijuana or similar products containing tetrahydrocannabinol (THC), or other substances used illegally while in the performance of their duties. See also [Administrative Procedure 162 Prohibited Recreational Consumables](#).
- 2.13. Safety in the Workplace and Learning Environment
 - 2.13.1. Staff will align their conduct to the requirements under Occupational Health and Safety and ensure their responsibilities and actions are aligned with Clearview's health and safety guidelines.
 - 2.13.2. Staff will ensure a culture of safe learning and workplaces in all their responsibilities, actions, and communications.
- 2.14. Criminal Record Check with Vulnerable Sector
 - 2.14.1. Employees shall be familiar with and compliant with Administrative Procedure 400-1 Criminal Record Check with Vulnerable Sector, including the provision of informing the Assistant Superintendent of Human Services when directed under the administrative procedure.
- 3. It is recognized that some departments will develop rules and regulations for handling Division property and information, which shall not be in contravention of the wording or intent of this Administrative Procedure.
- 4. Breach of the above procedures may result in employee discipline, up to and including termination of employment.
- 5. Any breaches outlined under this Administrative Procedure must be reported immediately in accordance with [Board Policy 23 - Public Interest Disclosure \(Whistleblower Protection\)](#) and [Administrative Procedure 403 - Duty to Report](#).

Reference: Section 33, 52, 53, 55, 68, 197, 198, 199, 203, 204, 205, 222, 225, 229 Education Act
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Personal Information Protection Act
Teaching Profession Act

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