



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES EMPLOYEE CODE OF CONDUCT

All employees are included in the Code of Conduct, as outlined in the Code of Conduct Procedural Guidelines, which are part of Policy 4024 – Safe Schools and Workplaces.

These procedural guidelines outline the need for all Huron-Superior Catholic District School Board employees to abide by:

- **Standards of respect and civility.** This requires employees to treat others equitably and respect individuals' dignity, differences, and rights, as outlined in the *Ontario Human Rights Code*.
- **Standards of responsible citizenship.** This includes adhering to all board policies and all applicable federal, provincial, and municipal laws, including the *Occupational Health and Safety Act*. It also includes following all public health requirements within the workplace (e.g., wearing masks during the COVID-19 pandemic).

Abiding by these laws / regulations includes, but is not limited to, such actions as not:

- Providing alcohol to minors.
 - Committing workplace violence (e.g., verbal, written, sexual, physical).
 - Engaging in workplace harassment or bullying behaviours.
 - Trafficking drugs or weapons.
 - Being under the influence of drugs or alcohol.
 - Engaging in behaviours motivated by bias and hate.
- **Standards of honesty, fairness, and integrity.** This includes, but is not limited to, protecting board assets and ensuring that they are used for valid board business and not for personal benefit. Board assets can be both tangible (e.g., buildings, furniture, equipment, vehicles, supplies, computer systems, tools and funds) and intangible (e.g., intellectual property, work time, use of facilities and services).

All employees must exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances, recognizing that the reputation of the board for honesty and integrity among its stakeholders is key to its success.

Employees who undertake paid work outside the board must do so on the condition that the work will not adversely affect the board's interests, will not place the employees in conflicts of interest, and, in general, will not detract in any way from employees' performance of their board duties.

- **Standards of behaviour.** Board employees must remember that they may be viewed as role models in their communities, and as such, their conduct both on and off the job may be subject to scrutiny.

Certain employees, particularly those in positions of leadership and those who are registered with governing bodies (e.g., the Ontario College of Teachers) have additional professional standards to which they are held. For example, the Ontario College of Teachers has indicated that behavioural expectations for its members extend beyond work hours.

The employee code of conduct applies when employees are on board property and carrying out their duties (e.g., during work hours, supervising a group of students on an evening field trip, coaching students on a weekend tournament). Depending on the behaviour, the code of conduct may also apply during off-duty hours (e.g., posting inappropriate messages on social media accounts). Failure to abide by the Code of Conduct might result in discipline.

Please see the following related policies / procedural guidelines for additional details about specific matters that might intersect with the code of conduct:

- Policy 4009 – Volunteers
- Policy 4015 – Acceptable Use of Information and Computer Technology Resources
- Policy 4020 – Alcoholic Beverages in Schools and Board Buildings
- Policy 4024 – Safe Schools and Workplaces
- Policy 5003 – Field Trips
- Policy 6001 – Attendance Support
- Policy 6002 – Progressive Discipline of Employees
- Policy 6003 – Occupational Health and Safety
- Policy 6009 – Performance Appraisal of Experienced Teachers
- Policy 6010 – Performance Appraisal of New Teachers
- Policy 6011 – Principal and Vice-Principal Performance Appraisals
- Policy 6013 – Employee Use of Medical and Recreational Cannabis
- Policy 6014 – Employee Use of Drugs and Alcohol
- Policy 6019 – Personal Protective Equipment (PPE)
- Policy 6021 – Conflict of Interest
- Policy 8000 – Miscellaneous (Dress Code for Employees)