

# Employee Conduct & Conflict of Interest

## Background

Service to students, school communities and the broader public is the primary obligation of each Division employee. It is expected that employees shall represent the Division positively by providing the highest quality of supports and services while acting in the best interests of students and the Division. The Employee Code of Conduct is not intended to restrict or interfere with the fundamental rights and freedoms, and the laws of Canada. The Code of Conduct is not intended to interfere with the legal obligations of an employee nor interfere with the expectations associated with other professional codes of conduct, or legal rights and obligations as a member of a union/association to participate in authorized legal union/association activities. Nor is it intended to regulate, restrict, or interfere with any private interest or activities that are not detrimental to the interest or reputation of the Division. The Employee Code of Conduct complements the Division Student Code of Conduct and school-based Student Codes of Conduct.

## Procedures

### 1. Employee Conduct Expectations

1.1 Foothills School Division Employees shall comply with all applicable requirements set out in:

- 1.1.1 Federal and provincial legislation, acts and regulations;
- 1.1.2 Division policies and procedures.

1.2 Foothills School Division employees will:

- 1.2.1 Treat everyone with dignity and respect, fostering the highest standard of professional and personal interaction;
- 1.2.2 Conduct themselves as positive role models for students;
- 1.2.3 Conduct their employment responsibilities with a high standard of professional performance and with the utmost integrity.

1.3 Foothills School Division employees shall adhere to confidentiality and ethical guidelines maintaining the strictest confidence of information gained through their position.

1.4 Foothills School Division employees are expected to consistently engage in ongoing professional and career long learning related to their position. This includes but is not limited to the following mandatory training expectations:

- 1.4.1 Respect in School, Respect in Sport or Respect in the Workplace
- 1.4.2 Required Public School Works training modules

- 1.5 Attend work on a regular basis maintaining optimal attendance
- 1.6 Foothills School Division employees with children attending Foothills School Division schools will ensure their conduct and communication with Division personnel in their children's school and any matters related to their child's education is free from influence associated with their employment in Foothills School Division.

## 2. Conflict of Interest

- 2.1 Employees shall refuse to place themselves in a position where they are under obligation to any person(s) who might benefit or seek preferential treatment.
- 2.2 Foothills School Division employees shall not engage in private endeavors that might cause a perception of a conflict of interest, or that might bring the reputation of employees or Foothills School Division into disrepute. Private endeavors are all those aspects of an employee's activities outside the employee's employment duties and include, but are not limited to:
  - 2.2.1 Financial interest
  - 2.2.2 Paid and unpaid activities
  - 2.2.3 Relationships with third parties who may be:
    - 2.2.3.1 Employed by the Board
    - 2.2.3.2 Doing business with the Board
    - 2.2.3.3 Seeking employment or benefits from the Board
- 2.3 Foothills School Division employees are to refrain from accepting gifts, favours of service from persons who contract with the Division for the supply of goods or services.

Employees may not accept gifts valued at two hundred (\$200) or more and shall advise the Superintendent if such a gift has been offered.
- 2.4 Employees who own businesses that may act as a supplier to the Division shall be strictly governed by the Division's procedures in tendering and are required to notify the Division of their financial interest in a company at the time of submitting a tendered bid.

Reference: Relevant Legislation and Regulations