



PROCEDURE

Title: **EMPLOYEE CODE OF CONDUCT** Procedure No.: **3017a**
Effective Date: **2019 May 28**

Department: Organizational Support Services – Human Resources

Reference(s): *The Education Act*
Charter of Rights and Freedoms
Occupational Health and Safety Act
Municipal Freedom of Information and Protection of Privacy Act
Ontario Human Rights Code
PPM128: The Provincial Code of Conduct and School Boards Code of Conduct
TVDSB Policy and Procedure: Domestic Violence in the Workplace
TVDSB Policy and Procedure: Equity and Inclusive Education
TVDSB Policy and Procedure: Fraud Prevention and Management
TVDSB Policy and Procedure: Harassment
TVDSB Policy: Health and Safety
TVDSB Procedure: Information Technology Appropriate Usage
TVDSB Procedure: Off Duty Conduct
TVDSB Policy and Procedure: Progressive Discipline of Employees
TVDSB Policy and Procedure: Safe Schools
TVDSB Procedure: Substance Abuse and Addiction
TVDSB Procedure: Technology and Security
TVDSB Policy and Procedure: Violence in the Workplace

1.0 TVDSB Statement of Purpose

The Thames Valley District School Board is committed to supporting a system strategy for promoting safe, inclusive and accepting employee workplace climate, free from inappropriate conduct and violence.

The working environment of all Thames Valley District School Board employees ensures the rights and responsibilities of all employees within the Employee Code of Conduct. Practices will focus on prevention and will foster dignity and respect while ensuring the safety of all through firm, fair and progressive strategies designed to promote self-respect and respect for others.

2.0 Scope

- 2.1 This Code of Conduct applies to all employees within Thames Valley District School Board. It is the expectation that all Board policies and procedures will be followed by all employees of TVDSB, including employees of third party service providers. It is not intended to conflict with or diminish rights afforded to all persons under the Ontario Human Rights Code, any other policies, codes of conduct, collective agreements or applicable standards of professional practice. Any employee of the Board who contravenes the Employee Code of Conduct

Administered By: Organizational Support Services – Human Resources

Amendment Date(s): 2019 January 15

and accompanying Regulations may be subject to disciplinary action up to and including termination of employment where appropriate, as per the Progressive Discipline of Employees Policy.

- 2.2 The Employee Code of Conduct applies to all employees and third party service providers while on school property, on school buses, at school-related events or activities, before and/or after school programs or in any other circumstance that could have an impact on the workplace climate.

3.0 Complying with Legislation

- 3.1 All employees and third party service providers will and will be seen to comply with the letter and spirit of all of the laws of Canada and the Province of Ontario, regulatory bodies, collective agreements and any contractual obligations resulting from the employee's employment or employment duties and/or any contractual obligations of the Board.
- 3.2 When acting on behalf of the Board, no employee or service provider shall at any time take any action that they know or ought reasonably to know violates any applicable legislation or regulation.
- 3.3 It is the responsibility of all employees and third party service providers to ensure that all information they communicate in the course of their employment is accurate and complete. No employee or third party service provider shall withhold information or knowingly mislead members of the Board, management, parents/guardians, students or the public.
- 3.4 It is the responsibility of all employees and third party service providers to familiarize themselves with their duties and any requirements of them as prescribed by the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act and Regulations and any other Act or Regulation that may be applicable to the employment duties.
- 3.5 All employees and third party service providers are responsible for immediately reporting to an appropriate supervisor any suspected illegal behaviour or behaviour that contravenes this or any policy of the Board.

4.0 Guiding Principles

- 4.1 All employees and third party service providers are to be treated with dignity and respect.
- 4.2 All employees and third party service providers are expected to prevent and report bullying and encourage the use of non-violent and respectful means of conflict resolution.

- 4.3 All employees and third party service providers are to promote safety of people in the workplace.
- 4.4 All employees and third party service providers are to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

5.0 Standards of Behaviour

- 5.1 Standards for employees and third party service providers include, but are not limited to:
 - 5.1.1 Respecting and complying with all applicable federal, provincial and municipal legislation and regulatory bodies;
 - 5.1.2 Demonstrating honesty and integrity;
 - 5.1.3 Respecting the rights of, and differences in, others, their ideas and their opinions;
 - 5.1.4 Treating one another with dignity and respect at all times and especially when there is a disagreement;
 - 5.1.5 Respecting and treating others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
 - 5.1.6 Showing proper care and regard for TVDSB property and the property of others;
 - 5.1.7 Demonstrating reasonable cooperation with all stakeholders;
 - 5.1.8 Seeking assistance from those in authority, if necessary, to resolve conflict peacefully;
 - 5.1.9 Respecting the need of others to work in an environment that is conducive to a positive working environment;
 - 5.1.10 Using respectful language (for example, refrain from swearing or using vulgar language and/or gestures);
 - 5.1.11 Refraining from engaging in online activities that disrespect or insult students, parents/guardians or employees or promote false, misleading or discriminating information;

5.1.12 Maintaining professional boundaries in all forms of communication;

5.1.13 Refraining from inappropriate personal use of cellular phones, computers or audio devices during assigned duties; and

5.1.14 Maintaining appropriate relationships and professional boundaries with all stakeholders to ensure that relationships are positive, appropriate and non-exploitive.

6.0 Unacceptable Behaviour

6.1 All employees and third party service providers must not:

6.1.1 Engage in bullying behaviours or comments in any manner including through social media;

6.1.2 Commit or threaten assault of any kind;

6.1.3 Sell or offer to sell weapons or illegal drugs;

6.1.4 Offer or give alcohol, cannabis or cannabis products to a minor;

6.1.5 Engage in the theft, attempted theft or possession of property of the Board, its staff or students;

6.1.6 Be in possession of any weapon, including firearms at work or on Board property;

6.1.7 Use any object to threaten or intimidate another person;

6.1.8 Cause injury to any person with or without an object;

6.1.9 Be in possession of, or be under the influence of illegal drugs or alcohol or be unfit to work due to any substance including prescribed medication;

6.1.10 Smell of alcohol or marijuana while at work or while engaged in assigned duties or extracurricular functions;

6.1.11 Engage in hate propaganda or other forms of behaviour (including social media comments) motivated by hate, discrimination or bias;

6.1.12 Commit an act of vandalism that causes damage to TVDSB property or others' personal property; or

6.1.13 Engage in any other behaviour that may result in a negative impact or perceived negative impact to the Board, its reputation or to students, staff or public.