



PROCEDURE

Title: **Off Duty Conduct**

Procedure No.: 3017c
Effective Date: 2019 May 28

Department: Organizational Support Services

Reference(s): *Education Act*; Regulatory Bodies (as applicable); Employee Code of Conduct

INTRODUCTION

Thames Valley District School Board (TVDSB) respects the legal rights of its employees when off duty. It is recognized, however, that the manner in which employees conduct themselves off duty can also have a significant impact on the TVDSB's reputation, workplace environment, employees, students and/or their families.

1.0 General Principles

- 1.1 TVDSB will consider off duty conduct as a work related matter subject to potential discipline if it:
 - Renders the employee or other employees unable to perform their job in whole or in part or any part of their job effectively, safely or securely;
 - Has a negative and inappropriate impact on other employees, students and/or their families;
 - Negatively impacts the TVDSB's ability to manage its operations, fulfill its mandate, direct its workforce efficiently and/or serve the interests of students;
 - Is in violation of any professional regulatory standards or directives that are relevant to employment at TVDSB; or
 - Adversely impacts TVDSB's reputation
- 1.2 Off-duty conduct includes, but is not limited to, conduct engaged in by employees through the use of communication devices, electronic means and/or social media (i.e. Facebook, Instagram, Snapchat, etc.).
- 1.3 Potential violations of this procedure will be investigated on a case by case basis and may be subject to discipline up to and including termination. Such discipline is subject to the applicable collective agreement/association requirements of just cause.

Administered By: Organizational Support Services

Amendment Date(s):

2.0 **Employee Responsibilities**

- 2.1 Employees must report to the Superintendent of Human Resources as soon as possible if they are arrested or charged with an offence under the *Criminal Code of Canada*, or any other federal or provincial statute or are subject to any complaint under a federal or provincial statute, where such may have relevance to the employee's employment or students' well-being, security or education.
- 2.2 Employees are required to comply with this Procedure.