



CALGARY BOARD OF EDUCATION

Administrative Regulation 4027 - Code of Conduct for Employees

The Code of Conduct is intended as a guide for Board employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgement and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a trade union to participate in authorized trade union 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 Board.

A. GENERAL

1. Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity, respect and consideration.
2. Employees shall adhere to their respective negotiated collective agreements. Employees who are exempted from collective bargaining shall adhere to the Employment Practices and Procedures for their respective employee group.
3. Employees shall adhere to the approved Policies and Regulations of the Calgary Board of Education.
4. Board employees shall conduct their employment responsibilities in an honest and diligent manner.
5. Employees should not engage in any activity of any nature which would conflict with their duty to the Board of which could reasonably be expected to be detrimental to the interest or reputation of the Board.
6. Private endeavors must not provide the appearance of an opportunity for wrongdoing or unethical conduct.
 - a. Private endeavors are all those aspects of an employee's activity outside those connected with official Board duties.
 - b. These include:
 - i. Financial interest;
 - ii. Paid and unpaid activities beyond official duty; and

iii. Relationships with third parties who may be

- Employed by the Board
- Doing business with the Board
- Seeking employment or benefits from the Board.

7. It is recognized that certain employees of the Board may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations. It is not intended that this regulation infringe on the said codes of conduct.

B. CONFLICT OF INTEREST

1. Employees of the Board shall be deemed to be in conflict of interest if they:
- a. Are party to a subsisting contract with the Board other than a contract of employment under which money of the Board is payable or may become payable;
 - b. Have a shareholding interest in any private corporation (other than a corporation whose shares are publicly traded) which has a subsisting contract with the Board under which money of the Board is payable or may become payable;
 - c. Use information gained through their positions as employees of the Board to gain pecuniary benefit either directly or indirectly;
 - d. Disclose information gained through their positions as employees of the Board for the benefit of others; or
 - e. Are party to a contract with the Board for the lease or purchase of real estate property or holdings, without the prior approval of the Minister of Education.
2. Sections 1 (a),(b),(c) and (d) do not apply if employees have the prior approval of the Board, via the Chief Superintendent or delegate, to enter into a contract with the Board or with persons contracting with the Board.
3. If at the date of the approval of this regulation, any employees are in receipt of a contract with the Board under which money of the Board is payable, they shall so inform the Superintendent of Finance & Treasurer, Division of Finance-Business Administration.

C. CRIMINAL CONDUCT

1. Employees shall be expected to notify the Superintendent of the Division of Human Resources of all criminal charges at the time the charge is issued, except for minor traffic violations.
2. Employees charged with an offence under the Criminal Code of Canada may be suspended from employment dependent on the nature of the offence and its relationship to their duties. Circumstances will dictate whether the suspension is with or without pay.
3. Conviction of any criminal offence may result in termination of employment with the Board.
4. Applicants for employment will be required to submit a statement declaring all convictions, except for minor traffic violations.

D. GIFTS AND PAYMENTS

Board employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

1. Is other than a normal exchange of hospitality between people doing business, or
2. Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Board.

E. MISUSE OF BOARD PROPERTY

1. Board property, including vehicles, equipment and material, shall be used only in the performance of assigned duties and shall not be used for personal benefit or non-Board use.
2. Principals or managers have the authority to develop procedures relevant to the use of Board-owned property in their particular school or department dependent upon the nature of assigned duties and the equipment or property used to perform same.
3. Principals or managers may authorize the use of supplies or equipment by Board personnel off Board-owned premises if they feel that such use will assist employees in their assigned work. It may be required that some personnel regularly retain Board-owned supplies or equipment in their possession.
4. Principals or managers releasing such equipment are responsible for maintaining a written record of same indicating the time of release, the signature of the user, and the date on which the item is returned.

5. Employees are held responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Board-owned equipment or material entrusted to their care.

F. OUTSIDE EMPLOYMENT

1. Employees may take supplementary employment, including self-employment, unless such employment:
 - a. Is performed in such a way as to appear to be an official act or to represent an opinion of the Board, or
 - b. Interferes with, influences or affects the performance of duties for the Board.
2. Staff in the positions of Director, Assistant Superintendent, Associate Superintendent, Area Superintendent, Divisional Superintendent and Deputy Chief Superintendent shall not become engaged either as a Director or in the management of any commercial enterprise except with the express approval of the Chief Superintendent of Schools. The approval of the Chief Superintendent will not be unreasonably withheld if the aforementioned staff members' involvement in the commercial enterprise does not have a connection with or an adverse influence on the Calgary Board of Education.
3. Employees who author or create print, non-print, courseware, software or other instructional resource materials are deemed to be the owners of this material only if such materials are developed on the employees' own time.

G. DISCIPLINARY ACTION

Breach of any of the provisions of this regulation shall render employees liable to such disciplinary action, including dismissal, as is deemed to be appropriate.

H. RIGHT TO APPEAL

Employees who are not satisfied with action taken with respect to enforcement of this regulation are entitled to pursue the matter in the manner set forth as follows.

1. For those matters which are covered by the employee's respective collective agreement or Employment Practices and Procedures, the matter may be pursued in accordance with the grievance or appeal procedure outlined in the said collective agreement or Employment Practices and Procedures document.
2. In those instances where the matter is not covered by the employee's respective collective agreement or Employment Practices and Procedures, the issue may be pursued by the employee's submission of an appeal in writing to the Chief

Superintendent of Schools or designate within ten working days after the said action has been taken.

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