administrative regulation

Employee Code of Conduct

Administrative Regulation No. 4027

Classification:
Staff

Effective Date:
November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- provide guidelines for the conduct of CBE employees.

2 | Scope

This administrative regulation applies to:

- all CBE employees.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply could result in disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply.

- CBE maintains high standards for the conduct of its employees.
- Employees are expected to exercise common sense, good judgement and discretion.
- Employees are expected to conduct themselves honestly and with integrity.
- The CBE Working Relationship Commitment guides our work together.
- Employee conduct should reflect CBE values.

5 | Definitions

Bullying: means the repeated and hostile or demeaning behaviour by an individual in the work environment where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the work environment, including psychological harm or harm to an individual's reputation. Bullying can take different forms including:

- Physical – pushing, hitting
- Verbal – name calling, threats
- Social/Relational – exclusion, rumours
- Cyber/Digital – using digital technology to harass, demean or threaten

CBE: means The Calgary Board of Education.

Confidentiality: means the duty of anyone entrusted with information to keep that information private and only use that information for the purpose in which it was intended.

Conflict of Interest: means situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of the CBE, or when there is a reasonable basis for the perception of such conflict.

Discrimination: means an action or a decision that treats a person or a group of people negatively for reasons such as race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. These provisions are identified in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms.*

Harassment: is objectionable or unwelcome conduct, comments, bullying, gestures, contact or actions based on race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression or sexual orientation. The conduct is directed to an employee or group in the workplace within or outside regular work hours, by a person that knows or ought reasonably to know their actions would cause offence, humiliation or adversely affect the health and safety of another person. Harassing behaviour includes actions that occur at work, at any event or location related to work or resulting from work or that may negatively impact working relationships. Harassment normally refers to a series of incidents or repeated behaviour but can be one incident.

Harassment includes, but is not limited to, actions intended to intimidate, threaten, demean/degrade/devalue, ridicule, belittle, embarrass, taunt, coerce or bully another person or group. The actions create fear or mistrust and may be explicit or indirect, or physical, psychological, psychosocial or electronic in nature. Harassment includes a pattern of microaggression, which is a comment or action, often subtle, whether conscious, unconscious or unintended, that demonstrates a prejudiced attitude or bias towards a member of a marginalized group (e.g., expressions of racism, sexism, ageism or ableism; or based on gender, ethnic, cultural or economic assumptions).

Harassment excludes differences of opinion or minor disagreements within the workplace, any reasonable conduct of CBE or a supervisor related to the supervision and performance management of an employee, and a decision or action of a supervisor that results from balanced and informed decision-making.

Organizational Assets: means all tangible property and equipment and all intangible property (data/information and operational systems) owned by CBE that are vital to its operation.

Sexual Harassment: is any unwelcome behaviour that is sexual in nature in the workplace or other related professional or social situation. Unwanted sexual advances or requests for sexual acts, and other verbal, physical or electronic/virtual conduct of a sexual nature constitutes sexual harassment when:

- Such conduct undermines another individual's personal dignity by causing embarrassment, discomfort, humiliation or offence.
- Such conduct interferes with an individual's work performance or learning opportunities by creating an intimidating or hostile work or learning environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of educational services.
- Submission to or rejection of such conduct affects decisions regarding that individual's employment or educational advancement, including but not limited to, such matters as promotion, salary, benefits, job security, employment references, ability to transfer within the CBE or performance rating.

Sexual harassment includes, but is not limited to, such actions as unwanted touching (e.g., pinching, patting, rubbing), leering, sexist or 'dirty' jokes, physical advances, display of sexually suggestive images/materials, derogatory or degrading comments, sexually suggestive gestures and unwelcome propositions, innuendos, demands, advances, comments or inquiries of a sexual nature.

6 | Regulation Statement

General

1) Employees shall:
    a) treat students, parents, community members and other CBE employees with dignity, respect and consideration;
    b) adhere to their respective collective agreements or terms and conditions of employment;
    c) report to work fit to conduct their duties;
    d) adhere to the policies, practices, and regulations of CBE;
    e) conduct their employment responsibilities in a respectful, honest and diligent manner; and
    f) protect Organizational Assets through adherence to expectations around confidentiality.
2) Employees shall not:
    a) engage in discriminatory behaviour;
    b) engage in behaviour that constitutes Harassment or Sexual Harassment;
    c) engage in Bullying behaviour;
    d) engage in activities that are deemed to be in a Conflict of Interest;
    e) engage in behaviour that may compromise CBE's image or reputation including activities that may disparage, defame, or embarrass the organization;

f) engage in behaviour that is non-compliant with expectations of Confidentiality in CBE, such as breach of Confidentiality or misuse of information;

g) expose or subject any student to sexual contact, activity, behaviour or sexually explicit material;

h) engage in a relationship with a staff member, parent or community member that disrupts the school community or workplace;

i) be under the influence of, or provide others with alcohol, cannabis, cannabis-infused products or illegal drugs while on work premises or performing work related duties, except when following a CBE authorized medical accommodation; or

j) engage in retaliatory behaviour against anyone who uses the policies and procedures of CBE.

Participation in Board Activities

3) Consistent with the *Education Act*, section 33(1.2):

a) CBE shall not, directly or indirectly, require a CBE employee to participate in an exercise, or to affirm, recite or make a statement, that is inconsistent with the employee's conscientious, political, social or ideological beliefs, unless that participation, affirmation, recitation or making comprises part of

i. a course or program of study, or religious instruction or exercises, prescribed or approved under the *Education Act*, or

ii. religious instruction, exercises or activities related to the management, administration or operation of the board.

b) If an employee wishes to invoke their right to refrain from participating per clause 6(3)(a) above, they shall submit a notice in writing to that effect to their supervisor that includes their rationale for the request.

i. The supervisor shall acknowledge the request and submit the written request for inclusion in the employee file.

7 | Procedure

Conflict of Interest

1) Employees of the CBE shall be deemed to be in conflict of interest if they:
    a) are party to a subsisting contract with the CBE other than a contract of employment under which money of the CBE 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 CBE under which money of the CBE is payable or may become payable;
    c) use information gained through their positions as employees of the CBE to gain benefit either directly or indirectly;
    d) are in a familial, cohabitation or intimate relationship at the same time there is a direct supervisory relationship;
    e) disclose information gained through their positions as employees of the CBE for the benefit of themselves or others;
    f) are party to a contract with the CBE for the lease or purchase of real estate property or holdings: or
    g) engage in private endeavours, outside of official CBE duties, that provide the appearance of an opportunity for wrongdoing or unethical conduct, which include, but are not limited to:
        i. paid or unpaid activities beyond official duty;
        ii. activities associated with a financial interest; and
        iii. relationships with third parties who may be associated with the CBE through employment or business.
2) Employees shall not:
    a) use information or materials belonging to the CBE to gain financial benefit either directly or indirectly;
    b) enter into a contract with the CBE, either personally or through a third party; or
    c) use their employment to gain personal advantage beyond the benefits provided by their employment contract.

Criminal Conduct

3) Employees must immediately notify the superintendent of Human Resources if they are charged with a criminal offence.
4) Employees charged with an offence under the Criminal Code of Canada may be suspended from their employment.
5) An individual's employment with CBE may be terminated as a result of a criminal conviction.

Gifts and Payment

6) CBE employees shall not accept or provide a gift, payment, favour or service from or to any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:
    a) is other than a normal exchange of hospitality between people doing business; or
    b) affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the CBE; or
    c) may create the appearance of undue influence.

Use of CBE Property

7) Principals or managers may authorize the use of CBE equipment by a CBE employee off CBE premises provided the required documentation is completed, tracked and retained by the direct supervisor.

8) CBE property, including vehicles, equipment and material shall not be used for personal benefit, gain or non-CBE use without supervisor approval and documentation.

9) Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear, loss or damage to CBE-owned equipment or material entrusted to their care.

Outside Employment

10) Employees may take supplementary employment, including self employment, unless such employment:
    a) constitutes a Conflict of Interest under clause 7(1) of this regulation;
    b) is performed in such a way as to appear to be an official act or to represent an opinion of the CBE; or
    c) interferes with, influences or affects the performance of duties for the CBE.

8 | History

Approval	June 27, 1978
Revision/Review Dates	June 14, 1994 February 15, 2003 June 2015 October 11, 2018 August 31, 2020 November 30, 2026
Next Review	November 2031

9 | Related Information

Operational Expectations

- OE-1: Global Operational Expectations
- OE-4: Treatment of Employees

Administrative Regulations

- AR 1061: Responsible Care and Security of Information
- AR 1062: Responsible Use of Electronic Information Resources
- AR 4024: Smoke-free Environment
- AR 4038: Harassment, Sexual Harassment and Discrimination
- AR 4080: Workplace Violence
- AR 4090: Public Interest Disclosure (Whistleblower Protection)

Legislation

- *Education Act*, S.A. 2012 c. E-0.3
- *Alberta Human Rights Act*, RSA 2000, c A-25.5
- *Canadian Charter of Rights and Freedoms*, Part I of the Constitution Act, 1982

Other

- CBE Confidentiality Protocol