

Administrative Procedure 412

STAFF CONDUCT

Background

A positive learning environment is fostered by a professional and support staff who respect each other and treat all persons with dignity and respect.

Employees are to conduct themselves as ethically, socially, financially and physically responsible persons in order to create a positive productive working environment.

Procedures

1. Employees are expected to:
 - 1.1 Be supportive of the Division and its schools, staff and elected members;
 - 1.2 Advise appropriate individuals (e.g. supervisors) of conduct which discredits employees or the Division, and to do so in an ethical and professional way, by observing appropriate protocol in expressing personal and public concerns to supervisors;
 - 1.3 Adhere to policies and the accepted procedures of the Division;
 - 1.4 Be positive role models to other staff and public;
 - 1.5 Refrain from interference and active participation in the political aspects of the Division;
 - 1.6 Immediately advise supervisors of personal matters (i.e. health, sickness) which may interfere with work;
 - 1.7 Assist each other with a view to the creation of a work environment conducive to high morale and achievement.

2. Confidentiality

Employees are expected to respect the confidential nature of their position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a "need to know" basis.

Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action as per AP 413.

3. Dress Code

- 1.1 The appearance of an employee reflects the nature of the organization for whom he/she works. Suitable apparel is also essential for personal comfort and safety, and thereby supports an employee's ability to work efficiently.
- 1.2 The Division expects that all Division staff will dress as follows:
 - 1.2.1 They will wear clothing that is clean and neat.
 - 1.2.2 They will wear clothing that is appropriate (i.e. safe) to the task and to the profession or work group.

Reference: Section 85, 87, 108, 109, 175, 210, 213, 215, 216 Education Act