



Good Spirit School Division  
**CODE OF CONDUCT**

Employees, Substitutes/Casuals, Interns/Student Teachers



2019-2020 School Year: August 27, 2019

## **Motto, Mission, Vision**

**Our Motto** - Students Come First

**Our Mission** – Building Strong Foundations to Create Bright Futures

**Our Vision** – Learning Without Limits ... Achievement For All

## **GSSD Values**

**We belong:** Diversity is celebrated and welcomed in a caring environment.

**We respect:** A team effort is important to maintain a healthy, culturally-responsive environment.

**We are responsible:** We are accountable citizens within our schools and our communities.

**We learn:** Learning leaders provide students and families with innovative, relevant education experiences.

**We nurture:** The leaders of tomorrow are in our schools today.

**We Persevere:** Success today and tomorrow requires “grit”.

## A Message from the Director of Education



The Good Spirit School Division (GSSD) developed the Code of Conduct (Code) to establish a common understanding of the standards of behaviour expected of all employees. The Code will guide the actions of all contracted employees, substitutes or casuals, interns/student teachers in support of the Board of Education’s strategic plan. Each employee plays a role in the Division’s mission to build strong foundations and to help create bright futures. These foundational statements apply to students and every member of the GSSD team. I hope that my leadership team and I can support all

employees and students to make this mission a reality.

Having a clear definition of the values and ethical considerations that are required of all employees helps maintain the highest levels of professional and personal conduct. We are all needed to know, understand and follow GSSD’s principles and standards.

As an employee, your dedication to honesty and integrity means doing the right thing, which supports a better place to work, a better environment for our students and ultimately, a healthy community. Doing the right thing requires that all of us understand and act with an ethical mindset to guide our behaviour to make sound decisions every day.

Let this Code guide you to support our Vision of Learning Without Limits, Achievement For All.

Sincerely,

A handwritten signature in black ink, appearing to read 'Quintin Robertson', written over a horizontal line.

**Quintin Robertson**  
Director of Education

## Introduction



This Code has been established to provide a common understanding of the minimum standards of behaviour expected of all GSSD employees. When reading this Code you will understand what the Division's positive expectations are of their employees while fulfilling their duties and building effective professional relationships at all levels of the organization.

Below is GSSD's logo. It depicts two students holding hands, touching toes and forming a heart between them. GSSD is a **family** in which good values and morals are demonstrated and in which learning is accomplished in a caring environment.



GSSD's foundational statements define our joint beliefs and explain how we conduct ourselves on a daily basis. They provide the framework to focus our energies and clarify our purpose or, in other words, the "**why**" we exist.

By complying with this Code an obligation is placed on all of us to take responsibility for our own conduct, exercise good judgment and be accountable for our actions when working with colleagues, students or parents. We encourage all contracted employees as well as substitutes or casuals, interns/student teachers, to read and acknowledge the Administrative Procedures that are referred to in the Code. We want to know that every employee is fully aware of what they will be held accountable to ensuring one's behaviours, actions and words reflect GSSD's Foundational Statements. These Administrative Procedures represent GSSD's high standard while ensuring we comply with all legislative requirements.

The Division encourages positive behaviours and is committed to supporting employees in their day-to-day jobs and ensuring a respectful, engaged and productive work environment.

## GSSD Aspirational Statements

In addition to GSSD’s foundational statements to guide our actions, the following aspirational statements have been established.

**Student Learning and Well-Being:** We exist to provide the highest level of student learning. All students will experience learning environments rich in the opportunities and experiences necessary to promote intellectual, emotional, spiritual and physical well-being.

**Equitable and Balanced Opportunities:** We are committed to provide equitable, balanced opportunities among schools, students and staff. To achieve this goal, baselines are essential to organizational effectiveness.

**Accountability for All:** We are all accountable. Board members, students, staff, families and community members have a responsibility, both individually and as part of the learning team, to participate and to contribute positively to public schools.

**People Engagement:** We are all a community of learners. Collaborative partnerships with students, staff, families and community members will enhance educational opportunities.

**Sustainable Infrastructure:** We are committed to providing modern, responsible infrastructure to maintain and promote the highest levels of support for students, staff, families and the community.

Starting our statements with **We** is a true reflection of GSSD in that all of us are important to education. As we expect our students to learn, we all play a fundamental role in the education process and the successes produced.

### **Our Service Commitments:**

**Be a Good Listener – Identify and Anticipate Needs**

**Make Customers Feel Important and Appreciated – Understanding is Crucial**

**Appreciate the Power of “Yes” – Know How to Apologize – Give More Than Expected**

**Get Regular Feedback and Treat Employees Well**

## Helping You do What is Right

To ensure your actions are consistent with the Code and to help identify potential Code violations, ask yourself:

1. Is this legal?
2. Is this fair and ethical?
3. Might this decision harm GSSD's reputation or my own?
4. Does this feel right?

If you have a concern with any of the above please go to Point 5 below:

5. Speak with your supervisor, consult HR and/or seek out support from someone you trust.

## Your Obligation to Report Concerns

If an employee has witnessed actions or behaviors of a colleague, co-worker or supervisor that they feel violates one or more Administrative Procedures outlined in the Code, we would urge the employee to immediately report actual or potential violations to their supervisor or Human Resources after consulting their professional organization &/or association regarding their duty to report.

We all have a responsibility to one another to foster a healthy and professional work environment.

## Violation of the Administrative Procedures within the Code

GSSD may take disciplinary action against employees who violate any Administrative Procedure(s) contained within the Code. Such action will vary depending upon the violation and conducted in accordance with Corrective Discipline Guidelines and the Employees' respective collective bargaining agreement (if applicable).

## Application of the Code



All GSSD employees including contracted employees, substitutes or casuals, interns/student teachers, are expected to read and acknowledge the principles of the Code.

Upon hire and as a requirement of GSSD, the employee will be required to declare and comply with the Code, its Administrative Procedures and the Employee Handbook. The initial declaration must be completed within **10 days** of your start date or as requested from time to time.

All employees are responsible to read the Code each year and reaffirm they have read and understood their requirement to abide by the Code. The re-certification process will be conducted at the beginning of each school where employees will be required to complete the Declaration of Compliance.

Employees, who are on approved short or long term absences, will be required to complete the Code upon returning to work.

As employees of a school division we are placed in a position of trust and must use good judgement and conduct ourselves with honesty and integrity. If unsure of what to do in any situation, seek guidance before you act.

## Our Responsibilities

To ensure the Code remains current, the Division has committed to conduct a review of the Code every two (2) years at minimum or as required. To answer any questions you may have related to this Code, please email the Human Resources Department at [hrinfo@gssd.ca](mailto:hrinfo@gssd.ca).

## Our Standards

The following detailed Administrative Procedures (AP's) comprise the Code and provide guiding principles on each of the specific topics below. Please click on each AP number and Appendices if applicable to access the link for the complete document.

### ACCEPTABLE TECHNOLOGY USE AND APPENDICES A, B and C

AP 140

The Division is committed to providing employees with access to information technology using various software and hardware options including access to the Internet. Computers are to be used for educational and administrative purposes only. Employees will be accountable for all activity carried out using their individual IDS or passwords. These log-in credentials must not be shared with anyone for any reason.

 [AP 140](#)

 [APPENDICES A B and C](#)

### CELL PHONE ACCESS AND USAGE

AP 142

The Division understands the need for employees to access a variety of communication devices for both internal and external communication needs. For the purposes of this procedure, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet or downloads and allows for the reading of and responding to email, whether the device is division-supplied or personally owned. For the purposes of this Administrative Procedure, the term cell phones will

include, but is not limited to, cellular telephones, tablets, BlackBerries, iPhones, Android or Windows-based handsets, two-way radios and all other forms of portable communication devices. Appropriate use of division technology and IT infrastructure including cell phones, smart phones and specific devices as listed above are to be appropriately utilized as per *Administrative Procedure 140 Technology Acceptable Use*.

 **AP 142**

**SOCIAL MEDIA**

**AP 143**

The Division is committed to the appropriate use of Social Media. Employees are ambassadors for the Division and will conduct themselves online in a professional and positive manner. The Division considers that employee conduct outside the workplace may reflect on the Division. Employees will use common sense when offering opinions in a public forum as it relates to students, colleagues, parents/guardians or GSSD. Violation of this procedure could expose the individual and Division to significant consequences and legal liability.

 **AP 143**

**HEALTH & SAFETY OF STUDENTS AND STAFF**

**AP 160**

The Division is committed to a strong safety program that protects its staff, its property and the public from accidents while recognizing the right of workers to work in a safe and healthy work environment. The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.

Employees at every level, including management, are responsible and accountable for the Division’s overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the division expects.

 **AP 160**

**PERSONAL, DISCRIMINATORY AND SEXUAL HARASSMENT**

**AP 170**

The Division recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The Division, all staff members, students and people within school communities have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.

 **AP 170**

 **COMPLAINT/INVESTIGATION STATEMENT/INFORMATION FORM**



The Division has, pursuant to Section 14 of the *Occupational Health and Safety Act*, 1993, and Section 37 of the *Occupational Health and Safety Regulations*, 1996 developed this administrative procedure to deal with violence against employees in the workplace. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents of students or members of the general public. The Division is committed to making every reasonable effort to identify the possible sources of violence to which its employees may be at risk and to implementing procedures to minimize or eliminate risks of violence. The Division is implementing this procedure to foster and maintain a safe environment for its employees. It is committed to ensuring that its employees are:

- aware of situations in which violence may occur;
- provide employees with training to help them recognize those situations which may give rise to violence and protect themselves in the event of a violent incident.

It is a violation of this Administrative Procedure for anyone to knowingly make a false complaint of discrimination, harassment, violence, or to provide false information about a complaint. Individuals who violate this Administrative Procedure are subject to disciplinary and/or corrective action, up to and including termination of employment.

 **AP 175**

The Division recognizes that all information provided to individuals upon request, must be done in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act. Confidential information is a very important asset that needs to be safeguarded. Some examples of confidential information are personal information such as names, contact details and medical information or sensitive information as it may relate to other employees or students.

 **AP 180**

The Division's recruitment and selection process mandates that all applicants will obtain a valid (within 6 months from the date it was completed) Criminal Record and Vulnerable Sector Check (CRVS). The information contained in the CRVS may influence the decision to hire and all offers of employment are conditional upon receipt of the CRVS.

Existing employees charged of a criminal offence under *The Criminal Code of Canada* and/or *The Controlled Drugs and Substances Act* shall notify the Director immediately.

## AP 400 APPENDIX

### In Closing

**GSSD is committed** to provide you with:

1. A safe, healthy, respectful and productive work environment, free from harassment and violence.
2. Fair and equitable treatment.
3. Support to prevent reprisal/revenge against employees who report a violation in good faith.

**GSSD's expectations of you** as an employee are to:

1. Be aware, acknowledge and comply with the Code, all applicable laws, board policies and administrative procedures under your employment.
2. Carry out your duties in a professional, competent and conscientious manner.
3. Act with integrity at all times.
4. Be accountable for your actions and exercise sound judgment in decision making.
5. Utilize our information systems & technology appropriately.
6. Be courteous and responsive in your dealings with others while working collaboratively with your colleagues.
7. Treat others the way you want to be treated and do not initiate or take part in any form of harassment
8. Maintain a safe workplace and be mindful of others safety.
9. Respect the confidential nature of your position by avoiding discussion about topics or students not formally communicated to the public and secure personal and confidential information.
10. Take reasonable steps to prevent or detect improper conduct and report any violations to your immediate supervisor.

**GSSD's expectations of you** as a manager or supervisor are in addition to above and also to:

1. Promote a collaborative workplace by developing a positive working environment.
2. Model the professional behaviour you expect from employees and students.
3. Take appropriate action if a violation of this Code may have occurred.

**[Click Here to Access the Declaration of Compliance Form](#)**

**Learning Without Limits ... Achievement For All**