



Policy Section: **Personnel/Employee Matters**

700

Policy Name: **Employee Code of Conduct**

706

Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to expect its employees to adhere to the highest standards of personal and professional competence, integrity, and impartiality. Employees are expected to be, and be seen to be, acting with honesty, care, and due diligence in the best interests of the public they serve. Respect must be demonstrated for each other and for the work environment. Employees are expected to follow KPDSB Policy and Procedures, and in accordance with all laws and other legal obligations, to maintain confidentiality around business, personnel, and student information, and to treat KPDSB resources with highest regard and consistent with all KPDSB and legal expectation, including not being in, or appearing to be in a conflict of interest.

Cross Reference

Policies

207, Trustee Code of Conduct
306, Use of Volunteers
318, Privacy and Information Management
321, Safe and Supportive Schools
330, Character Development
322, Code of Conduct
401, School-Student Activities Outside the Classroom
503, Equity and Inclusive Education
617, Honorariums to Support Students
701, Criminal Background Checks for Employees, Volunteers, Service Providers, and Others
708, Conflict Prevention and Resolution
709, Workplace Harassment
712, Employee Hiring and Promotion
715, Substance Use by Employees and Volunteers (Drug and Alcohol)
716, Use of Medical Cannabis

Procedures

401, School-Student Activities outside the Classroom
706, Employee Code of Conduct: Progressive Discipline
717, Accountability

Legal References

Education Act
Ontario Human Rights Code
Employment Standards Act
Occupational Health and Safety Act
Broader Public Sector Accountability Act's. 12
Broader Public Sector Procurement Directive
Other KPDSB Standards
Professional Standards at KPDSB (Appendix A)
Teaching Profession Act
Ontario College of Teachers Act
Child and Family Services Act

Date Adopted: 13/11/2001

Dates Reviewed: 11/02/2003; 09/05/2006;
10/02/2009

Dates Revised: 12/02/2013; 12/04/2016;
10/11/2020;04/11/2023

Review By: 2027

Rationale

The Keewatin-Patricia District School Board believes that all students, staff, and volunteers have the right to function in a safe learning and working environment. KPDSB has a mandate to maintain public trust through accountability.

Scope

1. General Standard

This Employee Code of Conduct represents general standards for all employees. Any employee who contravenes the KPDSB Code of Conduct, KPDSB Professional Standards, other applicable professional codes of ethics and standards, and any other KPDSB Policy or Procedures may be subject to disciplinary action up to and including termination.

2. Other Professional Codes

It is understood that many employees are governed by a professional code of ethics and standards. Any employee who contravenes their own governing body's professional codes of ethics and/or standards may be subject to disciplinary actions up to and including dismissal.

3. Keewatin-Patricia District School Board Professional Standards

All staff are important contributors and provide important supports to achieve the goals in the KPDSB Strategic Plan. As such, KPDSB has developed a common set of professional standards for all employees. (Appendix A).

Definitions

"Employee" refers to any employee or any person providing contractual services to the KPDSB.

SUPPORTIVE

Supportive in the workplace means staff can openly come to each department with their concerns/needs, knowing the person they contact cares about the problems they face and is committed to helping with a solution.

- Helpful
- Accommodating
- Know your audience

EQUITY

Equity is evident. Equity means that people receive what they need.

- Identify and remove barriers:
 - To hiring
 - Resources
 - Finances
 - Opportunities
 - Practices
 - Policy and procedures
 - Service
 - Participation
- Diversity that represents our community
- How we serve students
- Understanding of the lived experiences of those we serve
- Geographical equity

COMMUNICATION

Communicating effectively means that your ideas and concepts are being heard and people are acting upon them. It also means you are able to listen, understand, and take action on what other people say.

- Clarity
- Timely

ACCOUNTABILITY

A culture of accountability in the workplace is about setting and holding people to a common expectation by clearly defining the company's mission, values, and goals. Individually, it means showing up and setting out to accomplish the things you'd said you'd do. It's about taking personal responsibility for your work. It's also trusting in your teammates.

- Regular performance reviews
- Regular feedback
- Measure department goals



PROFESSIONAL STANDARDS AT KPDSB

The Keewatin-Patricia District School Board puts students first by creating a culture of learning.

All staff are important contributors and provide important supports to achieve the goals in the KPDSB Strategic Plan:

Student Achievement: Ensure the necessary resources are provided to all students to increase their individual achievement.

Safe and Supportive Schools: Ensure all students and staff have safe learning and working environments, where the academic and mental health needs of the child are met.

Leadership: Inspiring excellence and building future capacity.

Reconciliation: Ensure all schools and staff are actively engaged in responding to the Truth and Reconciliation Commission's Calls to Action.

KPDSB believes in the physical and psychological safety of all staff and students. Psychological safety is the belief that you won't be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes.

INTEGRITY

Integrity is the ability to tell right from wrong, treat people with respect, and make ethical choices. Integrity at work supports an organization's set of professional and ethical standards.

- Respectful
- Transparent
- Honesty
- Trustworthiness
- Pride in your work

KNOWLEDGEABLE

Knowledgeable is defined as having the required or desired knowledge, skills, and abilities that are essential for success in your job/department/position. It's what you've learned through education or work experience.

- Accurate
- Quality work
- Continual learning
- A willingness to share/extend knowledge with coworkers

WELCOMING DEPARTMENT

Being welcoming means actually making changes to your processes, environment, and more so that all employees are included and feel a sense of belonging. It is a workplace where there is trust, cooperation, safety, risk-taking support, accountability, and equity.

- Approachable
- Available to the people
- Positive interactions
- Provide a positive customer service experience
- Accessible (any content or functionality that is fully available to and usable by people with disabilities)

RELIABLE

Being reliable is the extent to which an employee may be counted on to do what is expected of them. The value of an employee's word is a clear indicator of work performance.

- Timely responses within two business days. Due to travel in our region, if you are unable to respond within 2 days, please put your auto response on your email with an expected response time or an alternate contact.
- Responsive
- Connect to the person who can help if you are unable to
- Instills confidence

EFFICIENT

Efficiency in the workplace means when employees carry out the important tasks in the right way, with the least waste of time and effort. High quality output.

- Proactive
- Organized
- Best practices

Efficient employees typically:

- Complete tasks based on priority
- Break up projects into tasks, and tasks into subtasks
- Take frequent, small breaks
- Minimize distractions
- Communicate purposefully
- Delegate mindfully
- Meet deadlines and deliver results on time