



Policy Section: **Personal/Employee Matters**

700

Policy Name: **Employee Code of Conduct**

706

Policy Statement

It is the policy of the Keewatin-Patricia District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality.

Rationale

The Keewatin-Patricia District School Board believes that all stakeholders have the right to function in a safe learning environment. Thus, all actions taken under this policy will be premised on the need to protect the child, volunteers or employee who has been subjected to the alleged misconduct.

Scope

1. General Standard

This Employee Code of Conduct represents general standards.

2. Other Professional Codes

It is understood that some employees will also be governed by a professional code of ethics such as Ontario College of Teachers Ethical Standards of Practice and/or the College of Early Childhood Educators, Code of Ethics and Standards of Practice.

3. Extension

Individual administrators may, with the approval of the Director of Education, augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director of Education.

Cross Reference:

Policies

- 207, Trustee Code of Conduct; 306, Use of Volunteers
- 318, Freedom of Information; 617, Honorariums to Support Students
- 321, Safe Schools 330, Character Development
- 322, Code of Conduct 503 Equity & Inclusive Education
- 401, School-Student Activities Outside the Classroom
- 701, Criminal Record Checks 709, Workplace Harassment
- 716, Use of Medical Cannabis
- 708, Respectful Working & Learning Environment
- 712, Employee Hiring and Promotion
- 715, Substance Use by Employees and Volunteers (Drug and Alcohol)

Procedures

- 401, School-Student Activities Outside the Classroom
- 706, Employee Code of Conduct 717, Accountability

Date Approved: November 13, 2001
 Date Reviewed: Feb 11/03; May 9/06;
 Date Reviewed: February 10, 2009
 Last Revised: February 12, 2013
 Last Revised: April 12, 2016; Nov. 10/20

Review by: 2024



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Definitions

1. Misconduct - includes but is not limited to physical or sexual abuse, assault, harassment, theft, fraud, vandalism, public intoxication, possessing or creating pornographic material.
2. Fraud - is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves willful misrepresentation or deliberate concealment of material facts.
3. Employee - refers to any employee or any person providing contractual services to the board.

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