
ADMINISTRATIVE PROCEDURE 510 STANDARDS OF CONDUCT FOR STAFF

The purpose of this procedure is to outline the standards of conduct for all employees within the District. These expectations are aligned with the District's core values of equity, kindness, inclusion, collaboration, and innovation, which should guide the behaviors and actions of staff to support the District's vision of Syós:ys lets'e th'ále, lets'emó:t (One heart, one mind, working together for a common purpose).

Definitions

- **District Core Values:**
 - Equity – We commit to ensure that everyone receives the required support and experiences they need to be successful and fulfill their potential.
 - Kindness – We demonstrate caring, compassion and empathy towards everyone in order to create a spirit of connectedness in our community.
 - Inclusion – We believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.
 - Collaboration – We develop strong relationships and achieve the shared goals in our Strategic Plan through a framework of trust and respect.
 - Innovation – We will continue to be curious, creative and open to new ideas so that we can produce high-quality learning outcomes across the system.
- **Professional Boundaries** – the verbal, physical, emotional and social distances that an employee must maintain in order to ensure structure, security, and predictability in an educational environment (National Association of State Directors of Teacher Education and Certification [NASDTEC] — “Model Code of Ethics for Educators” [2015]).
- **Fiduciary Responsibility** – one in which a person with a particular knowledge and/or ability accepts the trust and confidence of another to act in that person's best interest.
- **Duty of Fidelity** – implied term in the employment contract requiring loyalty on the employee's part to ensure that their actions and behaviours do not undermine the Employer, hurt the reputation of the Employer, put personal self-interest before obligations to the Employer, or create a conflict of interest in their obligations as an employee due to other roles (such as parent or community member).
- **Social Media** – websites and applications that enable users to create and share content or to participate in social networking. (Examples: Facebook, Instagram, LinkedIn, Twitter, etc.
- **Drugs** - For the purposes of this Procedure, the term “drugs” includes but is not limited to cannabis or any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a

Related Legislation: *BC Human Rights Code, Freedom of Information and Protection of Privacy Act*

Related Contract Article: CTA E.2 – Harassment; Administrative Procedures 402.1 and 402.2 Respectful Workplace; Policy 210 Privacy

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physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include alcohol, or medications taken pursuant to a valid prescription and in accordance with a physician's directions.

Professional Conduct and Communication:

It is expected that all employees be professional and respectful in all their interactions while in service of the District and to conduct their employment responsibilities in an honest, trustworthy, impartial, diligent, and non-offensive manner.

- Employees are expected to maintain a high level of professionalism, treating all individuals with respect, dignity, and fairness.
- Interactions with colleagues, students, parents, and community members should reflect the core values of equity, kindness, inclusion, collaboration, and innovation.
- Effective and professional communication should be practiced at all times, using appropriate language and tone, both in verbal and written exchanges.
- Employees must not make comments or engage in conduct which they know or ought to know is intimidating, humiliating, hostile, offensive, discriminatory, or violent.
- Employees must refrain from any comments or behaviours which are known or ought to be known to discriminate on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or unrelated criminal conviction.

Relationships with Students and Parents:

Employees are role models and need to exhibit the highest qualities of character, including honesty, integrity, trustworthiness, and compassion. Employees must never abuse the privileged position of authority, trust, and influence they hold with students and parents.

- Employees must prioritize the safety, well-being, and educational needs of students, providing a nurturing and supportive environment.
- Employees must respect and maintain appropriate professional boundaries between themselves and students, acting at all times in a manner consistent with their obligations under any applicable professional code of conduct.
- All communications with parents and students, both in person and electronic, must respect those appropriate professional boundaries by being formal, courteous, respectful, and relevant to school-related matters.

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- Relationships with students should be based on mutual respect, trust, and appropriate professional boundaries, in recognition of the fiduciary responsibility held by employees in their work with the District.
- When interacting with parents or guardians, employees should strive to establish open lines of communication, listening attentively, and addressing concerns in a timely and respectful manner.

Off-Duty Conduct and Social Media:

An employee's actions at work and in their personal life have the potential to negatively affect the District's operations, reputation and work environment and employees are accountable for those actions. Employees must remember they are role models within the community and must act consistent with their duty of fidelity to the District.

- Employees are expected to maintain a positive and professional image within the community, even when off-duty.
- Personal conduct outside of school hours should align with the core values and should not negatively affect the District's operations, reputation or work environment.
- Employees must not engage in off-duty activities, including online and social media activity, which place them in a conflict of interest whether actual or perceived.
- The use of social media should be approached responsibly, ensuring that content shared does not compromise professional integrity or violate the rights and privacy of students, colleagues, or parents.

Appropriate Use of Confidential Information:

When working with confidential information and systems, employees must always follow relevant district protocols and take appropriate safeguards to ensure it is stored securely and protected against unauthorized access. Compliance is required in accordance with the *Freedom of Information and Protection of Privacy Act*.

- Confidential student records, personal information, and sensitive data must be treated with the utmost care and confidentiality.
- Sharing confidential information with unauthorized individuals is strictly prohibited, except as required by law or authorized by the School District.
- Employees must follow the District procedure for reporting any inappropriate disclosure of confidential, sensitive or non-public information to their direct Supervisor.

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Drug and Alcohol Use:

An employee who is or appears to be impaired during their work hours or while engaged in district work, can have a serious adverse effect on the health, safety, and productivity of district employees, and may undermine parent and community confidence and compromise the reputation of the District.

- The use, possession, sale, or distribution of alcohol, illicit drugs or prescription or non-prescription medication that may have an impairing effect during an employee's work day (including all breaks) and while on District premises or during school-related activities is strictly prohibited.
- Employees must not perform duties for the District while impaired by the effects of alcohol, illicit drugs or prescription or non-prescription medication, ensuring the safety and well-being of colleagues and students.
- Employees are responsible for their use or consumption of alcohol, illicit drugs or prescription or non-prescription medication preceding work and must allow sufficient time for any impairing effects of those substances to have fully resolved prior to the employee attending the worksite.
- If an employee believes that a worker is impaired by alcohol, illicit drugs or prescription or non-prescription medication, or observes what appears to be an unsafe or harmful condition or act, the employee must take reasonable action to prevent that worker from working and report it to their direct Supervisor immediately.
- If an employee requires accommodation for medication use or assistance for substance abuse issues, the school district will provide access to resources and support.

Enforcement and Reporting:

The school district administration will ensure that employees are made aware of this administrative procedure and provide any necessary training or resources to uphold these expectations.

Violations of this administrative procedure may result in disciplinary action, which could include verbal or written warnings, mandatory training, suspension, or termination, depending on the severity of the offense and in accordance with applicable employment laws and regulations.

Employees should report any concerns or violations of this administrative procedure to their immediate supervisor or the appropriate designated authority within the school district. Any knowingly false, frivolous, malicious or reckless allegations of concerns or violations will be subject to appropriate remedial consequences, up to and including disciplinary action.

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By adhering to this administrative procedure, employees contribute to maintaining a positive, inclusive, and supportive environment within the school district, fostering the growth and success of all students.