

***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

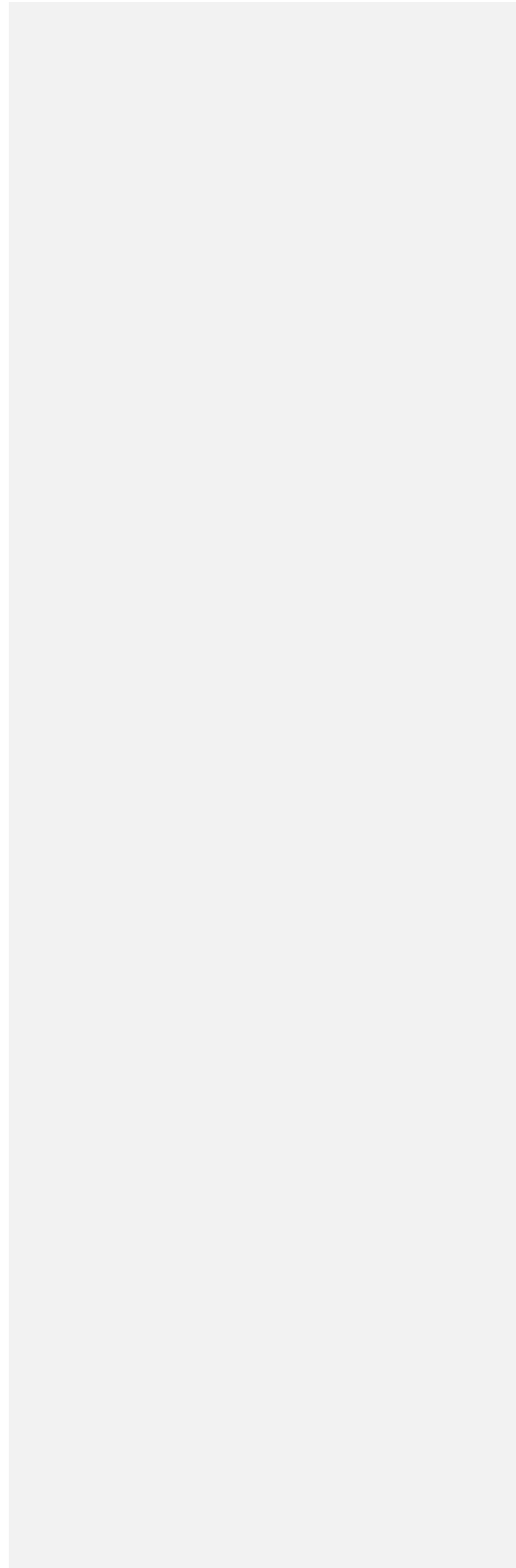
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*Section* PERSONNEL

*Policy Name* EMPLOYEE CODE OF CONDUCT

- l respect and comply with all applicable federal, provincial, and municipal laws;
- i [comply with all Ministry of Education, school board and school policies](#)
- i demonstrate honesty and integrity;
- i [respect differences in people, their ideas, and their opinions;](#)
- i treat one another with dignity and respect at all times, and especially when there is disagreement;
- i respect and treat others fairly, regardless of race, ancestry, place of

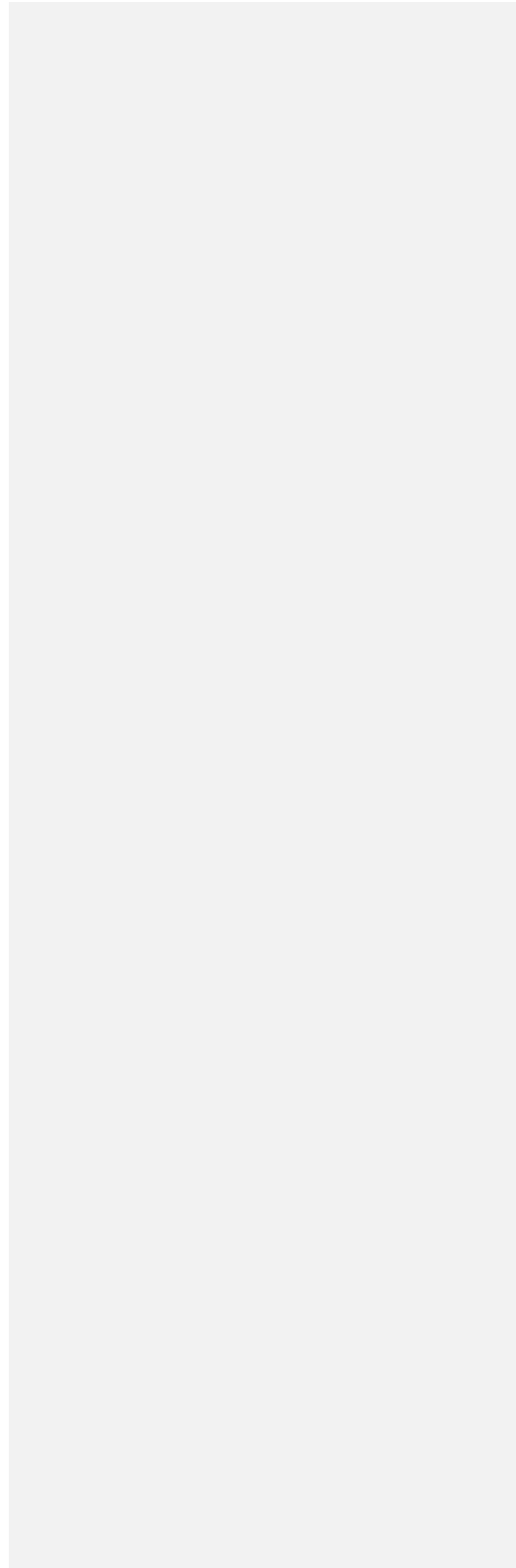
bias;



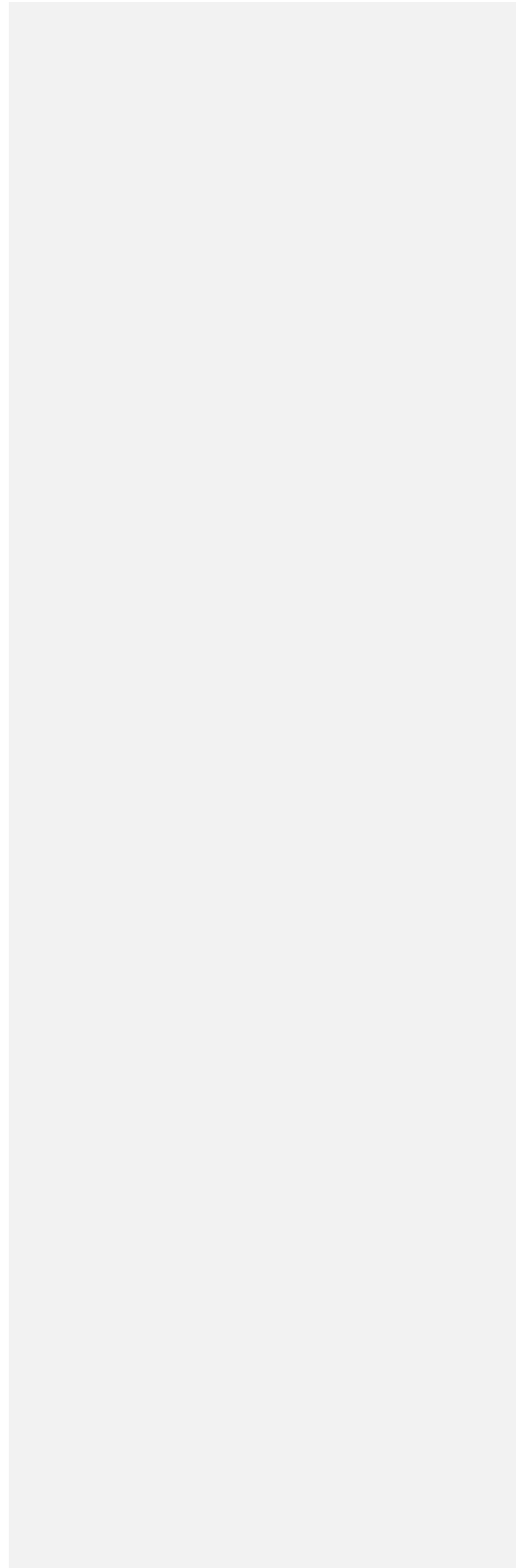
Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- i help students work to their full potential and develop their sense of self-worth;
- i empower students to be positive leaders in their classroom, school, and community;
- i communicate regularly and meaningfully with parents;
- i maintain consistent and fair standards of behaviour for all students;
- i demonstrate respect for one another, all students, parents, volunteers, and other members of the school community;
- i prepare

formalizing the relationship between them. These partnerships must respect all applicable collective agreements.



a)



premises use.

6.2 Personal Use

Board property shall not be used by Board employees for personal use unless prior, written approval is secured from one's immediate Supervisor. A copy of the approval, including terms and conditions for loan, shall be retained by the approving Supervisor.

**7.0 Gifts and Benefits**

7.1 Parameters

In order to preserve the

Employees are expected to report to their duties in a work attire suitable to the work being undertaken and this should allow the employee to present himself/herself in a professional manner.

## 10.0 ~~Enforcement~~ Reporting Violations & Enforcement

### 10.1 Awareness and Enforcement

The Code of Conduct applies to all employees and volunteers. Supervisors are to ensure that all employees are aware of the contents and expectations contained therein.

It is the responsibility of every Supervisor to insure to the best of their ability that this Code is being adhered to by his/her subordinates their direct reports.

### 10.2 Reporting an Employee or Volunteer Supervisor

Any individual who is of the opinion that an employee or volunteer is breaching this Code should bring this to the attention of their superior as soon as possible.

Alternatively, reports may be made under another reporting stream, such as those outlined in Policy 717 Workplace Harassment & Human Rights, Policy 720 Workplace Violence, Policy 723 Conflict of Interest, or Policy 726 Whistleblower.

Code of Conduct violations will be managed using the provisions of the appropriate policies outlined above.

### ~~10.110.3~~ Reporting a Supervisor

Where an employee has reason to believe that a Supervisor is committing a serious breach of this Code, that employee may report the concern to the next level of management in total confidence (see Management Guideline 207 Lines of Communication Regarding Complaints).

Alternatively, reports may be made under another reporting stream, such as those outlined in Policy 717 Workplace Harassment & Human Rights, Policy 720 Workplace Violence, Policy 723 Conflict of Interest, or Policy 726



