



Policy Information	
Policy No:	AD-HR-1.05
Approved by:	Executive Management
Approval Date:	February 27, 2015
Executive Responsible:	President
Administrator Responsible:	Executive Dir. of Human Resources
Date of Next Review:	February 2020

STANDARDS OF ETHICAL CONDUCT

Policy Statement

This policy is intended to set out the principles and standards of conduct required of all employees. The Standards of Ethical Conduct clarifies the College’s expectations of its employees and guide employees in identifying and resolving issues of ethical conduct and conflict of interest that may arise as a result of being employed by the College. The College of New Caledonia (‘College’) is committed to the highest standards of behavior by all employees and expects employees to act in an honest and ethical manner at all times.

Purpose / Rationale

The purpose of this Standards of Ethical Conduct is to set out the principles and standards of ethical conduct expected of all employees of College of New Caledonia.

Scope / Limits

This Standards of Ethical Conduct applies to all employees of the College. Confidential Information continues to apply to individuals after they have left the College (Section 15).

This Standards of Ethical Conduct will not interfere with the rights and obligations specified in collective agreements governing employees of College of New Caledonia, and where there is an inconsistency between a collective agreement and this policy, the collective agreement shall prevail to the extent of the inconsistency.

Principles/Guidelines

1. The effective and efficient operation of the College depends on employees fulfilling their roles and responsibilities with the highest standards of conduct.
2. Employees have a duty to be responsible for the welfare of the College and accordingly, employees must not allow their private interests, whether personal, financial or of any other sort, to conflict or appear to conflict with their duties and responsibilities at the College.

3. Employees are expected to act honestly and in good faith and in the best interests of the College:
 - a. Employees' conduct and language shall reflect social standards of courtesy, dignity, trust and respect.
 - b. Employees must avoid creating the impression of speaking or acting on behalf of the College when they speak or act as private persons.
 - c. Employees must ensure that their interactions and relationships with students, co-workers and any other individual who deals in any way with the College are appropriate at all times.
 - d. Employees must not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.
4. Employees are expected to act in a prudent and diligent manner:
 - a. Employees must provide services within the boundaries of their competence, based on their education, training, professional experience and professional development.
 - b. Employees must accurately represent their qualifications, educational backgrounds, experience and professional credentials.

Definitions

1. Family relationship includes the spouse, common-law spouse, partner, parent, grandparent, sibling, son, daughter or any other familial relationship
2. Family" or "family member" means a spouse, child, parent or sibling of an Employee
3. "Relative(s)" means a person connected to another by blood or affinity
4. "Conflict" means a conflict of interest or apparent conflict of interest
5. "Apparent" conflict of interest means any situation where it would appear to a reasonable person that the Employee is in a conflict of interest situation

Legislative and Collective Agreement References

Faculty Collective Agreement

CUPE Collective Agreement

http://www.cnc.bc.ca/Human_Resources/Collective_Agreements.htm

Respectful Workplace Policy

Links to Other Related Policies, Documents and Websites

Standards of Ethical Conduct Procedures

College and Institute Act

http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01

Policy Amendment Log

Amendment Number:	Date:
0	November 26, 1990 (previously Conflict of Interest Policy)
1	February 27, 2015
2	