Policy
Procedure
College Standard
Standard Operating Procedure
Guideline
Local Practice

Policy Title	Policy No.	
Employee Code of Conduct	**AD-HR-1.31**	
Executive Responsible	Administrator Responsible	
President	**VP Finance & Corporate Services**	
Approving Body	Approval Date	Date of Next Review
Executive Committee	**October 30, 2026**	**October 2031**

PURPOSE

This policy establishes the College's expectations for employee conduct and supports a culture of ethical behaviour, respectful relationships, and accountability. It provides an overarching framework for employee conduct at CNC and is supported by related College policies, procedures, and standards.

SCOPE

This policy applies to all CNC employees, including those in regular, term, casual, and contract positions across all campuses.
This policy applies to conduct occurring in the course of employment, during College-related activities, or where an employee could reasonably be perceived as representing the College, whether on or off campus, in person, or through electronic or online means.
Conduct that falls within the scope of other College policy or procedures, including matters involving fraud, financial misconduct, serious wrongdoing, discrimination, bullying, or harassment, may be addressed under the applicable policy or procedures. The College will determine the appropriate process based on the nature and circumstances of the concern.
Provisions related to employee conduct may also be included in applicable collective agreements. Where there is a conflict between this policy and a collective agreement, the relevant collective agreement provisions will prevail to the extent of the conflict, unless otherwise mutually agreed by the College and the union.

GUIDING PRINCIPLES

1. Employees must perform their duties honestly, diligently, and in the best interests of the College. They must avoid real or perceived conflicts of interest and disclose any potential conflicts as soon as they arise, in accordance with the *Employee Ethics and Conflict of Interest Policy*.

2. Employees must treat students, colleagues, and external partners with dignity and respect. Employees must communicate clearly, courteously, and professionally in person, by email, and across all platforms used in the course of their duties.

3. Employees must take responsibility for their actions, engage respectfully with feedback, and where performance or working relationship concerns are identified, make reasonable efforts to address them.

4. Employees must be aware of and comply with all relevant College policies, procedures, collective agreements, and applicable legislation. This includes staying informed of policy updates, seeking clarification when needed, and applying requirements appropriately in day-to-day activities.

5. Breaches of this policy may result in sanctions, which may be educative or disciplinary in nature, up to and including termination of employment, subject to terms and conditions of applicable collective agreements, or a contract of employment(s).

6. Employees who raise concerns in good faith will not be subject to reprisal or retaliation. Employees who raise concerns that are frivolous, vexatious, or made in bad faith will be treated as having engaged in misconduct in breach of this policy.

ROLES AND RESPONSIBILITIES

7. Employees

    7.1 Treating students, colleagues, external partners, and members of the public with respect, courtesy, and professionalism.
    7.2 Representing the College appropriately when acting in the course of their employment or where they may reasonably be perceived to represent the College.
    7.3 Participating in required training and professional development related to respectful workplace conduct, equity, diversity, inclusion, belonging, cultural safety, and other topics that support the employee's role and responsibilities.
    7.4 Seeking clarification when unsure about policy interpretation or compliance requirements.
    7.5 Familiarizing themselves with and complying with applicable College policies, procedures, collective agreements and legislation.
    7.6 Reporting potential policy breaches or concerns in good faith through the appropriate channels.

8. Designated Administrator

    8.1 Promoting awareness and understanding of this policy within their teams.
    8.2 Addressing or referring employee conduct concerns in accordance with applicable College policies and procedures.
    8.3 Communicating behavioural expectations and referring employees to relevant policies and resources.
    8.4 Supporting informal or supported resolution of complaints where appropriate and implementing interim measures as needed.
    8.5 Participating in the assessment of potential policy breaches, where appropriate, and supporting the implementation of interim measures or sanctions in consultation with the Director of Human Resources or designate.

9. The Director of Human Resources (DHR) or designate

9.1 Receiving formal complaints, conducting initial reviews, determining appropriate next steps, and providing guidance, resources, and support to ensure consistent application of the policy.

9.2 Coordinating formal investigations of alleged conduct where necessary and maintaining confidential records of reviews, investigations, outcomes, and related documentation.

9.3 Preparing recommendations for appropriate sanctions, up to and including termination, for review by the appropriate decision maker where applicable.

Definitions and Acronyms	
Alleged Conduct	Refers to the behaviour, action, or omission that is the subject of a complaint or investigation under a College policy. The term "alleged" is used to acknowledge that the conduct has not been substantiated or proven at the time of reporting.
College-Related Activity	Includes any activity, event, or situation in which an employee is acting in the course of their employment or is representing, or could reasonably be perceived to represent, the College. This includes activities conducted on or off campus, in person, or through electronic or online means.
Cultural Safety	The creation and maintenance of learning, working, and service environments where individuals are treated with respect, dignity, and fairness, and where racism, discrimination, colonialism, and systemic inequities are actively recognized and addressed. Cultural safety requires ongoing self-reflection, cultural humility, and attention to power imbalances, and is informed by the experiences of those receiving or participating in College services, programs, and activities.
Designated Administrator	Refers to the employee with appropriate managerial or administrative authority over the individuals or area involved in a complaint. The designated administrator may be a Dean, Director, Manager, or other exempt administrative employee who has the authority to act on behalf of the College in addressing complaints or conduct concerns.
Employee	All individuals employed by the College, including regular, term, casual, and contract employees.
Investigation	An administrative process undertaken to review a complaint or report of alleged conduct under a College policy. Investigations may be internal or external, and are conducted in a fair, impartial, and equitable manner to consider the available evidence and determine, on the balance of probabilities, whether a college policy was breached.

Interim Measures	Temporary actions or restrictions imposed to protect individuals or the College community during an investigation or review process. These measures are not punitive in nature, but rather protective actions to reduce harm. Interim measures may include, but are not limited to: a) the exclusion of individuals from all or any part of the College campus; b) limiting proximity or contact with specific individuals; c) limiting participation in College activities; d) restricting access to the College's information and communications technology; • placement on administrative leave; • Adjustment of shift scheduling e) requiring regular meetings with designated College administrators; f) assigning supervisory responsibilities to another Employee; or g) any other interim measure determined appropriate by the College Interim measures can be imposed during the informal or formal stages of resolution.
Reprisal or Retaliation	Any act or omission that negatively affects an employee who has in good faith sought advice, made a disclosure, or is participating in an investigation. It may include, but is not limited to, disciplinary measure, demotion, termination of employment or contract, or any other measure that adversely affects the employee's employment or working conditions; or any threat to do the same.
Sanctions	Sanctions are the College's responses to breaches of employee conduct standards. They are intended to uphold expectations, correct behaviour, and maintain a respectful and ethical workplace. Depending on the nature and severity of the conduct, sanctions may be: a) Educative: Support awareness and learning (e.g., coaching, reflective activity, restorative dialogue, letter of expectation, or additional training). b) Disciplinary: Address serious or repeated breaches, in accordance with collective agreements or contracts, and may include formal reprimand, verbal or written warning, suspension, or termination of employment.
Student	A person registered in any course or program offered by the College. Persons are still considered students for the purpose of this policy if they have informed the College that they are on a scheduled program break and expect to register in the next major term.
Supporting Information	
Related Policies, Forms, Documents, Websites	Employee Ethics and Conflict of Interest Policy AD-HR-1.05 Freedom of Information and Protection of Privacy Policy AD-CO-4.14 Prevention of Discrimination, Bullying and Harassment Policy AD-HR-1.10 Issue Resolution and Investigation Procedure AD-HR-1.10 Use of College Vehicles Policy and Procedure AD-FA-3.04
Acts and Regulations	B.C. Employment Standards Act B.C. Freedom of Information and Protection of Privacy Act B.C. Human Rights Code B.C. Workers Compensation Act