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**HORIZON SCHOOL DIVISION**  
**POLICY HANDBOOK**

**Policy Code:** GAA  
**Policy Title:** Employee Code of Conduct  
**Cross Reference:** IHF, JBA, JBB  
**Legal Reference:** *Education Act*, Canadian Anti-Spam Legislation, Freedom of Information and Protection of Privacy Act, Canadian Code of Ethics for Psychologists and Canadian Counselling and Psychotherapy Association, Occupational Health and Safety Act  
**Adoption Date:** November 27, 1996  
**Amendment or Re-affirmation Date:** October 21, 2001, January 23, 2019

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS EMPLOYEES TO KNOW, UNDERSTAND, AND COMPLY WITH CONDUCT EXPECTATIONS.

**DEFINITION**

**Bullying, Discrimination, Harassment, and Violence:** are defined in Policy IHF Welcoming, Caring, Respectful, and Safe Learning Environments.

**Conflict of interest:** any situation in which an individual is in a position as an employee of the Division to exploit a professional or official capacity in some way so as to create a financial benefit for him/herself or one that benefits an immediate family member or relative.

**Immediate family member or relative:** includes the following relatives of the employee or his/her spouse/common-law spouse, including spouse, common-law spouse, parent, grandparent, child, grandchild, sister, brother, aunt, uncle, niece, nephew, sister-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, or other relative who is a member of the employee's household.

**GUIDELINES**

1. This policy applies to all Horizon employees:
  - 1.1. in the workplace;
  - 1.2. on any jurisdiction property;
  - 1.3. in Hutterian Colony Schools
  - 1.4. during any break times on or off jurisdiction property;
  - 1.5. at jurisdiction sponsored or authorized activities;
  - 1.6. while riding in jurisdiction owned or contracted transportation; and/or

- 1.7. when the employee's conduct detrimentally affects the welfare of other individuals or the governance, climate, or efficiency of the workplace regardless of where that conduct occurs.
2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the jurisdiction's buildings, vehicles, during the work day or by electronic means.
3. Failure to comply with this policy could result in disciplinary action up to and including termination of employment.
4. This policy is based on the following principles
  - 4.1. Horizon maintains high standards for the conduct of its employees
  - 4.2. Employee conduct should reflect Horizon's values
  - 4.3. Employees are expected to conduct themselves with integrity

## **REGULATIONS**

1. All professionals shall comply with their professional code of conduct.
2. Teachers are expected to meet the applicable provincial quality standard
3. As per Section 196 of the *Education Act* teachers shall while providing instruction or supervision:
  - 3.1. Provide instruction competently to students;
  - 3.2. Teach the courses of study and education programs that are prescribed, approved or authorized pursuant to this Act;
  - 3.3. Promote goals and standards applicable to the provision of education adopted or approved pursuant to this Act;
  - 3.4. Encourage and foster learning in students;
  - 3.5. Regularly evaluate students and periodically report the results of the evaluation to the students, the students' parents and the board;
  - 3.6. Maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board;
  - 3.7. Subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the principal or the board.
4. All Employees shall.
  - 4.1. report to work on time and fit to conduct their duties;
    - 4.1.1. Employees who are absent without prior approval and who fail to communicate the reasons for their absence for three consecutive days may be deemed to have abandoned their

position, thereby resigning their position. Employees may be reinstated if they can explain, to the satisfaction of the Superintendent, why they were unable to communicate with their supervisor.

- 4.2. treat students, parents, community members and other Horizon employees with dignity, respect and consideration, and be cognizant of the role model that they, as Horizon employees, present to students, other staff, and the community.
  - 4.3. adhere to their respective collective agreements and/or terms and conditions of employment;
  - 4.4. adhere to the policies, practices, and regulations of Horizon;
  - 4.5. adhere to provincial and federal statutes; and
  - 4.6. conduct their employment responsibilities in a respectful, honest, and diligent manner, modelling and promoting respectful behavior;
  - 4.7. manifest a positive role in jurisdiction and school public relations;
  - 4.8. only criticize the competence of another Horizon employee in confidence to appropriate supervisors and after the other employee has been informed of the criticism; and
  - 4.9. comply with the staff computer usage agreement.
  - 4.10. handle any, and all, confidential information regarding the Board, staff, students, parents/legal guardians, professionals, individuals as well as information regarding confidential materials, partnerships and acquisitions, gained through the course of his/her regular employment duties, in a confidential and appropriate manner.
    - 4.10.1. Employees are required to keep all confidential information and relevant knowledge regarding the Division, confidential both during and after their term of employment.
    - 4.10.2. Employees shall take reasonable efforts to limit access to confidential information to only those who need to know the information.
    - 4.10.3. Employees shall not divulge, disclose, provide, or disseminate confidential Information to unauthorized persons or agencies, except when required to by law, or upon written authorization from the Horizon School Division.
5. Employees shall not:
- 5.1. engage in discriminatory behavior;
  - 5.2. engage in behavior that constitutes harassment;
  - 5.3. engage in bullying behavior;
  - 5.4. engage in activities that are deemed to be in a conflict of interest;
  - 5.5. engage in behaviours that interfere with the work of others and/or the school environment, or that create unsafe working conditions;

- 5.6. engage in behaviour that may compromise Horizon's image or reputation including activities that may disparage, defame, or embarrass the organization;
  - 5.7. expose or subject any student to sexual contact, activity, behavior or sexually explicit material;
  - 5.8. engage in a relationship with a staff member, parent or community member that disrupts the school community or workplace;
  - 5.9. engage in willful disobedience and/or open opposition to supervisors, school jurisdiction administration, and/or Board of Trustees;
  - 5.10. contravention of the provisions of Section 256 of the *Education Act* related to trespassing, loitering, causing a disturbance, or selling goods, services, or merchandise in the school;
  - 5.11. be under the influence of, or provide others with alcohol, cannabis, or illegal substances while on work premises or performing work related duties; and/or
  - 5.12. engage in retaliatory behavior against anyone who uses the policies and procedures of Horizon.
6. Each employee shall voluntarily declare any conflict of interest that may arise and remove themselves from the conflict of interest situation.
  7. Conflict of interest includes but is not limited to the following:
    - 7.1. participation in the hiring, supervision and/or evaluation suspending, dismissing, promoting, or transferring of an immediate family member or relative;
      - 7.1.1. The appointment of an immediate family member or relative to any contractual assignment, where that employee shall be in direct administrative supervision of a immediate family member or relative will not be allowed.
      - 7.1.2. When the marriage of two employees places an individual in direct administrative supervision of an immediate family member or relative, one of the employees may be transferred within the Division.
      - 7.1.3. Except under circumstances where no other suitable substitute is available, Division administrators, coordinators, managers, or teachers, shall not request immediate family members as substitutes.
    - 7.2. receiving personal economic benefit from promoting the sale of goods or services to staff, student or their parents where the knowledge of the employee's relationship to the division is in any way utilized to influence the sale;
    - 7.3. using the resources of one's employing institution for purposes not agreed to: such as receiving referrals from the school district for private practice,
    - 7.4. soliciting in any manner clients of the division for private practice;
    - 7.5. using the division for purposes not agree to: such as Counsellors refraining from recruiting or accepting as clients in their private practice individuals for whom they may have professional obligations.

- 7.6. participating in any way in the selection of materials or equipment, for use in the District, when the item(s) under consideration were developed by or authored (in whole or in part) by the employee or a member of his/her immediate family or relative;
  - 7.7. using the Divisions communication system (inter-school mail, telephone, email, etc.) to promote sales of a product in which an employee has a financial interest:
  - 7.8. using or providing an employee, student or parent directory for use in promoting sales of a product or service;
  - 7.9. using jurisdictional material, equipment and/or facilities for purposes not directly related to the individual's work-related duties and responsibilities or for personal gain;
  - 7.10. other activities including a business in which the individual has a personal vested interest beyond that which arises out of his/her work.
8. Individuals will refrain from prohibited practices as per the Canadian Anti-Spam legislation and policy JBB: Anti-Spam.
  9. Individuals contravening this policy may be subject to discipline up to and including termination of employment.