

Standard of Ethical Conduct Procedure

Title: Standard of Ethical Conduct

Policy No: H-1.13

Approval Body: Policy Committee

Sponsor: Human Resources

Next Full Review Date: June 2030

Effective Date: October 2017

PURPOSE

The purpose of this Procedure document is to support the Standard of Ethical Conduct Policy by providing a clear framework for related business processes.

DEFINITIONS

- The definitions in the Standard of Ethical Conduct Policy apply to these procedures

RESPONSIBILITIES

Responsibilities	Action
President	<ul style="list-style-type: none">• Monitors compliance with the Policy.
Manager/Supervisor	<ul style="list-style-type: none">• Provides guidance on the Policy.
Human Resources	<ul style="list-style-type: none">• Provides guidance on the Policy
Employee	<ul style="list-style-type: none">• Responsible for understanding and complying with the Policy, and for seeking clarification on the policy when needed.
Members of College Community	<ul style="list-style-type: none">• Must comply with the Policy and report violations or suspected violations of the Policy and Procedures to Senior Executive.

Violations of the Policy and Retaliation

Responsibilities	Action
Employee	<ul style="list-style-type: none">• Any employee who knows or suspects a breach of the Policy, including where an employee believes they suffered retaliation for reporting a violation, or perceived violation, of the Policy, has a responsibility to report it to their Manager/Supervisor.• If for any reason the employee is uncomfortable reporting a breach to their Manager/Supervisor, they may report it to their Vice President or the Executive Director Human Resources.

	<ul style="list-style-type: none"> • Reports may be made verbally or in writing.
Manager/Supervisor	<ul style="list-style-type: none"> • Will consult with Human Resources through the investigation process.
Human Resources	<ul style="list-style-type: none"> • The Executive Director of Human Resources or designate will investigate the report of a violation or retaliation. • Where appropriate, the matter may be investigated by an external third party, at the discretion of the Executive Director of Human Resources or designate. • Upon conclusion of the investigation, the Executive Director of Human Resources, or their designate, will determine appropriate outcomes of the investigation or violation/retaliation. • The outcome will be communicated to the reporting individual and any other impacted parties as appropriate. • Outcomes may include: <ul style="list-style-type: none"> ○ Disciplinary action, up to and including termination of employment

Conflicts of Interest and Outside Business Interests

Responsibilities	Action
Employee	<ul style="list-style-type: none"> • At the time of appointment or at the start of their employment, employees must disclose any potential, actual, or perceived conflicts of interest—including outside business interests involving themselves or another employee. • Thereafter, employees must disclose any such conflict of interest that arises at anytime during their employment as soon as reasonably possible. • All disclosures must be submitted in writing to the employee’s manager/supervisor and must include the nature, facts, and extent of the concern. • If an employee is uncomfortable reporting to their Manager/Supervisor, disclosures may be submitted to a Vice President or the Executive Director of Human Resources
Manager/Supervisor	<ul style="list-style-type: none"> • If the disclosure is made to a Manager/Supervisor, that Manager/Supervisor shall immediately consult with and follow the direction and advice provided by the Executive Director Human Resources or designate
Human Resources	<ul style="list-style-type: none"> • Upon receiving a disclosure, the Executive Director of Human Resources, or delegate, will review the matter and may consult with appropriate internal or external parties. • Investigations may be conducted by the Executive Director or delegate, or at the College’s discretion, by a third party. • The Executive Director of Human Resources or designate, will assess whether a conflict exists and decide on actions such as:

	<ul style="list-style-type: none"> ○ Taking no further action. ○ Implementing safeguards to mitigate the conflict. ○ Recommending discipline, up to and including termination. <ul style="list-style-type: none"> ● The Director or designate may request more information from the reporting party or related parties, as needed. ● Ensure the matter is documented, including the circumstances surrounding the issue, the nature of the follow-up required and confirmation that the matter has been resolved. ● The Executive Director of Human Resources or designate, will report the outcome to the reporting individual and other impacted parties, as appropriate.
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Grievances and Appeals

Responsibilities	Action
Employee	<ul style="list-style-type: none"> ● Decisions made pursuant to this Policy and Procedures that impact on employees who are parties to a collective agreement may be grieved through the appropriate grievance process. ● Where decisions impact exempt or contracted employees, those decisions may be appealed in accordance with the applicable process of the Excluded Terms and Conditions of employment
Manager/Supervisor	<ul style="list-style-type: none"> ● Work with Human Resources through the grievance process
Human Resources	<ul style="list-style-type: none"> ● Provide guidance to Managers/Supervisors regarding the grievance process

Exemptions or Waivers from Policy Requirements

Responsibilities	Action
Employee	<ul style="list-style-type: none"> ● Employees may request an exemption form, or waiver of, a requirement of this policy by submitting a written request to their Manager/Supervisor. ● All requests must be documented and approved by the appropriate Senior Executive. ● Conditions may be attached to an exemption or waiver. ● Copy of the approved waiver, along with a detailed record of all relevant circumstances, will be placed in the employee’s personnel file.
Manager/Supervisor	<ul style="list-style-type: none"> ● Review employee requests for exemptions or waivers and assess operation impact. ● Provide recommendations to the appropriate Senior executive based on the request and relevant circumstances.

	<ul style="list-style-type: none"> • Ensure the request and any supporting documentation are submitted to HR. • Communicate the outcome of the request to the employee and ensure conditions (if any) are understood.
Human Resources	<ul style="list-style-type: none"> • Review the application of exemptions or waivers for consistency and compliance with the policy. • Maintain records of approved exemptions or waivers in the employee’s personnel file.

Responsibilities	Supporting Forms, Documents, Websites, Related Policies
Employee, Manager/Supervisor, Human Resources	<ul style="list-style-type: none"> • Standard of Ethical Conduct Policy– H-1.13 • Standard of Ethical Conduct Disclosure of Conflicts(s) of Interest and exemption/Waiver Request Form (add link to form)