

Employee Code of Conduct

Policy 4002

June 23, 2026

Purpose

The Board of Education of School District 81 (the “School District”) recognized that School District employees are placed in a position of privilege and trust in ensuring the education, safety, and well-being of the children entrusted to its care; and the profound impact that the work and conduct of School District Employees has on the lives of our students, families, and the community at large.

The Board recognizes that employees of the public school system must be sensitive and responsive to changing needs, expectations, and rights of the public, while at the same time respecting the legislative framework within which this service to the public is provided.

This policy establishes the Board’s commitment to the highest standards of professional and personal conduct to support the well-being and success of all learners, as well as maintain and enhance the public’s trust and confidence in the public school system. It is intended to support a professional, respectful, and safe environment for all members of the school community.

Scope of Policy

This policy applies to the professional conduct of all employees and governs their conduct in any context where their behaviour may reasonably impact students, families, staff, or the school/work environment, including in the workplace; during District-sponsored or work-related events; and off-duty situations, including virtual or online environments.

This Policy provides broad, overarching expectations for employee conduct in one unifying document; it does not displace or supplant existing professional standards or requirements as set out in School District Policy, local Collective Agreements, or any other legislation or regulation that governs the conduct of School District employees.

Guidelines

1. Conduct
 - 1.1 All School District employees are role models; they are held to a high standard and are accountable for their conduct both on and off duty. They must exhibit the highest qualities of character, including honesty, integrity, trustworthiness, and compassion; and shall treat others with respect, dignity and consideration.
 - 1.2 Each employee is personally responsible for following the legal, professional, and ethical standards that apply to their job function. Employees should make decisions consistent with the spirit and letter of these principles.
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- 1.3 Employees must act in accordance with the privileged position of authority, trust, and influence that they hold with students. Employees must work to protect student safety and wellbeing, and respect and maintain appropriate boundaries between themselves and students, acting at all times in a manner consistent with their obligations under any applicable legislation, policy or professional code of conduct.
- 1.4 The Conduct and language of employees should meet acceptable standards for a professional working environment. Employees are expected to apply the principles of human rights, equity, dignity, and respect in their working relationships.

2. Fidelity

- 2.1 Employees have a duty of fidelity to the District as their employer.
- 2.2 The duty of fidelity requires employees, irrespective of political or personal preferences or affiliations, to serve the District to the best of their ability, while meeting the legal, professional, and ethical standards required of them.
- 2.3 The Integrity of the school system demand that the impartiality of employees in the conduct of their duties be above suspicion.
- 2.4 Employees' conduct should instill confidence and trust in the ability of the District to effectively carry out its mandates of student learning and safety.
- 2.5 Employees must not engage in activities which place them in a conflict of interest with the District.

3. Confidentiality

- 3.1 All non-public district data and information is confidential and the property of the District.
 - 3.2 Employees must practice care and discretion when dealing with confidential information, including but not limited to, information relating to District business, employees, students, and families.
 - 3.3 Confidential information must not be deliberately or inadvertently disclosed, released, or transmitted when working with confidential information and systems. Employees must follow relevant District and Ministry policies and procedures, as well as the requirements of the Freedom of Information and Protection of Privacy Act, in order to safeguard the information.
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3.4 If employees are aware of any inappropriate or accidental disclosure of confidential, sensitive, or non-public information, they must immediately notify their Principal or direct Supervisor.

4. Freedom of Lawful Expression and Activity

4.1 The District respects the privacy and personal autonomy of employees outside of work; nothing in this Policy is intended to restrict the lawful activity or expression of employees. However, employees are reminded that due to their position of public privilege and trust, off-duty conduct may have professional consequences when it negatively impacts students, families, staff or the school/work environment.

5. Compliance with the Law and Criminal Conduct

5.1 Employees must fully comply at all times with the letter and spirit of all laws applicable to their role. Employees must never commit or condone an illegal act nor counsel another person to do so.

5.2 If employees are aware of an action or practice which they think may be in violation of the law, they must raise this concern with a responsible Principal, direct Supervisor, or the Superintendent without delay.

5.3 Employees must immediately notify their Principal or direct Supervisor if they are charged with a criminal offence which may be relevant to their employment, including but not limited to, a relevant or specified offence under the Criminal Records Review Act. Employees who are not sure whether to disclose a particular charge should err on the side of caution and seek advice from Human Resources, a union representative, and/or legal counsel.
