

**PROFESSIONAL CONDUCT****Category:** Human Resources**Effective:** October 8, 2014**Policy Statement**

Anglophone West School District promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.

This policy applies to all individuals who fulfill a job or role in ASD-W. This includes, but is not limited to all employees, contract workers and volunteers, project workers, contracted employees, teacher interns, tutors, and Co-Operative Education students. The policy applies at all times, when an individual represents ASD-W in an official or unofficial capacity.

This policy is to be reviewed annually by school administration during opening activities. The Acknowledgement Form must be signed off by new staff members.

**Standards of Professional Behaviour**1. Accountability

Individuals shall:

- a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
- b. Acknowledge and respect the responsibility of ASD-W in their management role.
- c. Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W.
- d. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W.
- e. Ensure communication in electronic and social media environments is appropriate and models professional and personal conduct at any time reflective of the position of trust held within the public education system.

2. Standards of Work

Individuals shall:

- a. Endeavour to improve their professional competency.
- b. Conduct work in an objective, conscientious, effective and efficient manner.
- c. Perform duties in accordance with the highest standards of their profession and exercise due care.
- d. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
- e. Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.
- f. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.

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**3. Interpersonal Relationships**

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

**4. Confidentiality**

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that personal information is collected and used in compliance with RTIPPA (Right to Information and Protection of Privacy Act) and PHIPPA (Personal Health Information Privacy and Access).
- c. Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.
- d. Be aware that the obligation to comply with the above, continues indefinitely, i.e. even after the relationship between the individual and the School District has been severed.

**5. Conflict of Interest**

Individuals shall:

- a. Avoid and/or disclose any conflict of interest or potential conflict of interest, which would influence or appear to influence personal actions or judgments. (See Appendix A – Conflict of Interest Notification Form)
- b. Not use a position of trust to receive special benefits.

**6. Dress Code**

Anglophone West School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-W serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:

- a. Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position.

**Breach of Policy**

Appropriate measures will be taken to address any breach of this policy.



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**Reference**

- NB Administration Manual [2913: Workplace Harassment](#)
- NB Administration Manual [2915: Conflict of Interest](#)
- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)
- Department of Education and Early Childhood Development [Policy 703: Positive Learning Environment](#)
- [N.B. Human Rights Act](#)
- [NBTF Code of Ethics](#)
- [NBTF Code of Conduct](#)
- [Right to Information and Protection of Privacy Act](#)
- [Personal Health Information Privacy and Access](#)
- [New Brunswick Education Act & Regulations](#)
- [ASD-W-101-3 - Guidelines and Procedures for School-Raised Funds](#)

**Policy Development Sources**

- Province of New Brunswick – Code of Conduct – Part I Personnel
- Ontario Ministry of Education – Code of Conduct
- International School Business Management Professionals Standards and Code of Ethics
- CCHRA Code of Ethics