



**POLICY NO. ASD-W-250-16A**

**PROFESSIONAL CONDUCT**

**Appendix A – Acknowledgement Form**

Effective: October 8, 2014

**Acknowledgement**

<p><b><u>Accountability</u></b> Individuals shall:</p> <ul style="list-style-type: none"> <li>✓ Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.</li> <li>✓ Acknowledge and respect the responsibility of ASD-W in their management role.</li> <li>✓ Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W.</li> <li>✓ Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W.</li> <li>✓ 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.</li> </ul>	<p><b><u>Standards of Work</u></b> Individuals shall:</p> <ul style="list-style-type: none"> <li>✓ Endeavour to improve their professional competency.</li> <li>✓ Conduct work in an objective, conscientious, effective and efficient manner.</li> <li>✓ Perform duties in accordance with the highest standards of their profession and exercise due care.</li> <li>✓ Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.</li> <li>✓ Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.</li> <li>✓ Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.</li> </ul>
<p><b><u>Interpersonal Relationships</u></b> Individuals shall:</p> <ul style="list-style-type: none"> <li>✓ Treat others with respect, dignity, and fairness at all times.</li> <li>✓ Resolve conflict using respectful and appropriate means.</li> <li>✓ Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.</li> </ul>	<p><b><u>Conflict of Interest</u></b> Individuals shall:</p> <ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ Not use a position of trust to receive special benefits.</li> </ul>
<p><b><u>Confidentiality</u></b> Individuals shall:</p> <ul style="list-style-type: none"> <li>✓ Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.</li> <li>✓ 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).</li> <li>✓ Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.</li> <li>✓ 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.</li> </ul>	<p><b><u>Dress Code</u></b> 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:</p> <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>
<p><b><u>Breach of Policy</u></b></p> <ul style="list-style-type: none"> <li>✓ Appropriate measures will be taken to address any breach of this policy.</li> </ul>	

**This is to acknowledge that I have reviewed and fully understand the information provided in the Professional Conduct Policy.**

Name: \_\_\_\_\_  
(Please Print)

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This page, once signed, will be placed in your personnel file.  
For volunteers, the page will be kept by the School Principal.

This acknowledgement is to be reviewed annually by school administration during opening activities and signed off by new staff members.