



POLICY NO. ASD-W-250-16A

PROFESSIONAL CONDUCT

Appendix A – Acknowledgement Form

Effective: January 2022

<p><u>Accountability</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Demonstrate honesty and integrity in the fulfillment of their professional responsibilities. ✓ Acknowledge and respect the responsibility of ASD-W in their management role. ✓ Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W. ✓ Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W. ✓ Create and maintain a respectful workplace evidence by civility and respect for others (including social media). All communication connected to the workplace, whether or not the communication originated from a government issued or private device, may be subject to a complaint under the Respectful Workplace Policy AD-2913 	<p><u>Standards of Work</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Endeavour to improve their professional competency. ✓ Conduct work in an objective, conscientious, effective and efficient manner. ✓ Perform duties in accordance with the highest standards of their profession and exercise due care. ✓ Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work. ✓ Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines. ✓ Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.
<p><u>Interpersonal Relationships</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Treat others with respect, dignity, and fairness at all times. ✓ Resolve conflict using respectful and appropriate means. ✓ Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected. <p><u>Confidentiality</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data. ✓ 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). ✓ Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner. ✓ 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. <p><u>Dress Code</u> 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"> ✓ 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 	<p><u>Conflict of Interest</u> <u>Individuals shall:</u></p> <ul style="list-style-type: none"> ✓ avoid circumstances where they could confer or appear avoid to confer a benefit on themselves, a relative, friend or business associate; ✓ avoid giving unwarranted special consideration or preferential treatment to any person or organization for any reason; ✓ not disclose to others, or use to further their interest, confidential information acquired in the course of performing official duties; ✓ not demand or accept a reward, gift (or favour of any kind) from a person or organization with whom the employee is, or may be, dealing on behalf of the employer if the reward, gift or favour could reasonably be deemed to influence the employees in the performance of their duties; ✓ not use the employer’s property or lands for activities not associated with the official discharge of duties unless with prior approval of the Board of Management.” <p><u>Outside Employment:</u></p> <ul style="list-style-type: none"> ✓ “No employee shall undertake outside employment if, in the opinion of the senior executive officer, the outside work would give rise to a conflict of interest or adversely affect their work performance. ✓ Employees who have outside employment, or who are considering outside employment, shall advise their supervisor. Where there is a possibility that the outside employment would give rise to a conflict of interest, employees shall obtain the approval of the senior executive officer.”
<p><u>Breach of Policy</u></p> <ul style="list-style-type: none"> ✓ Appropriate measures will be taken to address any breach of this policy. 	



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This is to acknowledge that I have reviewed and fully understand the information provided in the Professional Conduct Policy and this form will be kept by the School Principal or Department Manager / Director.

Name: _____
(Please Print)

Position: _____

Signature: _____

Date: _____

This acknowledgement is to be reviewed annually by school administration during opening activities.