



Policy:	O-5.11
Approved By:	College Executive Team
Approval Date:	February 25, 2004
Amendment Date s:	June 24, 2009 October 17, 2014 October 13, 2015
Policy Holder :	Exec. Dir. Human Resources

## STANDARDS OF CONDUCT

This policy replaced the following policies:

- 0-1.1 Use of College Resources;
- 0-1.3 Acceptable Computer Use;
- 0-1.4 Email Use;
- 0-5.11 Code of Conduct, Conflict of Interest and Workplace Relationships ; and
- 0-5.13 Misconduct Reporting and Non-Retaliation.

### 1.0 Purpose

Camosun College is dedicated to providing life changing learning through a culture of excellence and an environment where employees are proud to work. To continue to foster these goals, all employees of Camosun College are accountable for their actions and expected to act in an honest and ethical manner at all times. The purpose of this policy is to set out the principles and standards of conduct required of all employees of Camosun College and to guide employees in identifying and resolving issues of ethical conduct and conflict of interest that may arise during the course of their employment.

### 2.0 Scope

- 2.1 This policy applies to all employees at the College. Section 15 of this policy continues to apply to individuals after they have left Camosun.
- 2.2 This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment for Exempt Employees. Where there is an inconsistency between a collective agreement and this policy, the collective agreement shall prevail to the extent of the inconsistency.

### 3.0 Principles

- 3.1 The success of Camosun College relies on employees fulfilling their roles and responsibilities with the highest standards of conduct.
- 3.2 Employees have a duty to perform their work in good faith and in the best interests of Camosun College. Accordingly, employees must not allow their private interests, whether personal, financial, or of any other sort, to conflict or appear to conflict with their duties and responsibilities at Camosun.
- 3.3 The conduct of employees shall not bring the College into disrepute.

- 3.4 Employees must avoid creating the impression of speaking or acting on behalf of Camosun College when they speak or act as private citizens. Employees shall keep their role as private citizens separate and distinct from their responsibilities as employees and avoid situations that place them in a real or perceived conflict of interest.
- 3.5 Employees' conduct and language are expected to meet acceptable social standards of courtesy, dignity, trust and respect.
- 3.6 Employees must ensure that their interactions and relationships with students, coworkers and other individuals who have dealings with the College are appropriate and abide by the Standards of Conduct and College policies at all times.
- 3.7 Employees shall not exploit relationships for personal advantage or benefit.
- 3.8 Employees must not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.
- 3.9 The College recognize

- a process for the reporting and investigation of respectful workplace complaints, including discrimination and discriminatory harassment; and
- interventions to strengthen workplace relationships.

5.4 All Camosun College employees are expected to follow the Respectful Workplace Policy <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.10.pdf>

## 6.0 Inappropriate Conduct

6.1 Employees shall not engage in conduct that may be considered inappropriate by any reasonable standard. Inappropriate conduct includes, but is not limited to:

- a) conduct that disrupts the learning or work environment or impedes the delivery of College services;
- b) conduct that creates an atmosphere of hostility, intimidation, discrimination, bullying or disrespect for others;
- c) conduct of a violent or non-violent nature that endangers or threatens to endanger or subject any person, present on campus or facilities used in partnership with other parties, to physical, mental or verbal abuse, or potential injury;
- d) conduct that damages, defaces or destroys College property.

## 7.0 Workplace Relationships

### 7.1 Relationships with Students

Employees in teaching positions, or who have influence, input or decision-making power over a student's marks, academic interests or other matters shall not become involved in a business or personal relationship (which includes a romantic or sexual relationship) with a student for the duration of the professional relationship or evaluative role.

In all dealings with students, employees shall ensure that their own behavior is consistent with all aspects of this policy.

### 7.2 Relationships with Co- Workers

The College acknowledges that employees can develop social and personal relationships in the workplace provided that these relationships do not interfere with the work performance or with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic and sexual) should be aware of their professional responsibilities and are responsible for ensuring that the relationship does not raise concerns about abuse of power, harassment, favoritism, bias, or conflict of interest.

In the event that a consensual personal relationship does exist in a supervisory context, the employee who is in the position of greater influence or authority must disclose the relationship to their workplace leader and initiate arrangements to address any issues of conflict of interest.













- 13.10 The College reserves the right to monitor usage and inspect data stored on its computer systems to ensure high quality performance of systems or when the College believes that a policy violation has occurred.
- 13.10.1 The College reserves the right to monitor Email transactions and any Email content stored on College-owned and operated equipment
- 13.11 Any College member who uses the College systems to store, gain access to or distribute obscene, pornographic or hateful materials (with the exception of

- a) if the disclosure is made to their workplace leader or the next level exempt workplace leader that person shall immediately consult with and follow the direction and advice provided by the Executive Director, Human Resources;
- b) if the disclosure is made to or advice is sought from the Executive Director, Human Resources, the Executive Director shall, as necessary, consult with the appropriate people, internal and external to Camosun College, and seek the direction of the College Executive to address the concern; and
- c) in all cases, the matter shall be documented including the circumstances ( )]TJ -0.0



