Policy: Employee Standards of Conduct

Reference: P-HR-09

The Greater Essex County District School Board recognizes that it is important that the public have confidence in its school system. Employees are role models for our students and representatives of our school system in our community.

Accordingly, it is important that employees maintain the highest standard of public trust. The Board recognizes its responsibilities to provide an understanding of the fundamental rights and expectations of its employees in this regard. The Employee Standards of Conduct outlines the basic principles of honesty, integrity, impartiality, confidentiality and common sense which staff have a responsibility to uphold with respect to their role within the Greater Essex County District School Board.

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Regulation: Employee Standards of Conduct

Reference No: R-HR-09

All employees shall comply with the intent as well as the letter of these Regulations. Employees in doubt concerning the propriety of any matter concerning the Board should disclose this concern to their supervisor immediately.

EXEMPLARY CONDUCT:

1. **Confidential or Personal Information**

   It is expected that employees will keep confidential information confidential and will disclose information only as it is appropriate within their role as Board employees, and in compliance with the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Labour Relations Act. Accordingly, it is important that the Greater Essex County District School Board advise its employees of the importance and obligation that accompanies their access to information of a confidential nature. Confidential information includes, but is not restricted to, information pertaining to individual personnel records (including salary and benefits), individual student records, information regarding individual (non-policy) grievances, arbitrations (where the result is ordered to remain private by the arbitrator/s) and collective agreement negotiations (in the context of good faith bargaining), and information regarding the purchase or sale of property.

   The Ontario Occupational Health and Safety Act “OHSA” prescribes situations where confidential or personal information may be required to be shared with Supervisors, Workers, Joint Health and Safety Committees and Union Presidents. Such confidential information includes but is not limited to employee OHSA reports, critical injury reports, students, staff and parental violent behavioural information, etc. to help maintain healthy and safe schools / workplaces throughout our Board.

2. **Personal Conduct**

   Employees should conduct themselves as representatives of the Board using professional language and dress. Employees should encourage awareness, with the general public and parents, of the high quality programs and services that exist within the Board’s schools.

   To ensure the safety of all and to respect other’s personal space, generally employees should utilize a hands off approach when working with children and coworkers – unless the child or employee is at risk of harming themselves or others.

3. Dispute Resolution

In the event of a dispute with another employee there are appropriate measures to be taken to resolve a dispute internally. Depending on the circumstances these measures could be the internal dispute resolution process, the grievance process in a collective agreement, or an informal process. Widely circulating an internal employee dispute is never helpful and damages the reputation of the Board and other employees.

4. Diversity/Harassment

The Greater Essex County District School Board is committed to safe, secure, and harmonious learning, teaching and work environments. All staff should treat each other, as well as students and parents, with respect.

In addition, employees shall respect the human diversity within our Board and communities. Discrimination toward and/or harassment of staff, students or parents is not acceptable. All employees should refer to other Board policies such as BA-06 and AD-48 for further information with respect to OHSA and the Ontario Human Rights Code requirements.

5. Intranet and Internet Use

Employees must follow the policy, regulation and administrative procedure regarding appropriate use of e-mail (Intranet E-Mail System Communications AD-14, AD-AP-15). In addition, all use of Board supplied access to the Internet shall be governed by the same principles of appropriateness that are stated in the Board Administrative Procedure for intranet/e-mail use.

6. Breach of Policy or Regulation

Where an employee breaches this Policy, an appropriate supervisor shall be notified and appropriate action shall be taken, up to and including discharge.