

## 413 CODE OF CONDUCT

### Belief

The MESC holds its employees to a high standard of ethical conduct in accordance with the **Maskwacis Education Law**. It is expected that employees will behave in a manner which reflects common sense, good judgment, and discretion, and will adhere to all Board Policies, Administrative Procedures and Guidelines. The MESC desires that all employees conduct themselves in a manner that sets forth a model worthy of emulation by students.

### Guidelines

1. Employees shall adhere to the policies, administrative procedures and guidelines of MESC, and not knowingly violate Maskwacis Education Law or the agreements between the MESC and its employees.
2. Employees shall be respectful in all their interactions with students, parents, community members, other MESC employees and contractors.
3. Employees shall conduct their employment responsibilities in an honest, faithful and diligent manner.
4. Employees are expected to show respect and cooperation when given direction or correction.
5. Employees are expected to show a positive and helpful attitude, and to be reliable, dependable and punctual in all of their workplace activities.
6. Private endeavours must not provide the appearance of an opportunity for wrongdoing or unethical conduct. Private endeavours include aspects of an employee's activity outside those connected with official MESC duties. These may include:
  - a. Financial interest;
  - b. Paid and unpaid activities beyond official duty; and
  - c. Relationships with third parties who may be
    - Employed by MESC
    - Doing business with MESC
    - Seeking employment or benefits from MESC
7. Employees shall disclose to their supervisor any financial, business or commercial interest which may conflict with their duty to MESC or the proper execution of their duties. Where potential conflict is identified by the supervisor, the matter will be forwarded to the Superintendent for review.
8. These principles are intended to complement the **Maskwacis Education Law** and any Code of Ethics that an employee would follow because of his or her professional affiliation.

### ***Roles and Responsibilities***

9. All employees are responsible for adhering to MESC Employees Code of Conduct.
10. The Superintendent or his or her designate is responsible for compliance with the policy. He or she reviews any investigative report and accompanying responses, and determines what, if any, action is to be taken.

### ***Conflict of Interest***

11. All employees will adhere to Administrative Procedure 404 – Employee Conflict of Interest

### ***Use of MESC Property***

12. MESC property, including vehicles, equipment and material, shall not be used for personal benefit or non-MESC purposes without the approval of the Superintendent.
13. The Superintendent or designate may authorize the use of supplies or equipment by MESC employees if they feel that such use will assist employees in their assigned work. It may be required that some employees regularly retain board-owned supplies or equipment in their possession.
14. A written record of the authorization of the use of supplies or equipment shall be maintained indicating the time of release, the signature of the user, and the date on which the item is returned.
15. Employees are responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of MESC-owned equipment or material entrusted to their care.

### ***Use of Time***

16. Employees members are expected to use work time for work purposes.

### ***Employment External to MESC***

17. If an employee takes supplementary employment, including self-employment, it shall not:
  - a. appear to be an official act or to represent an opinion of MESC, or
  - b. interfere with, negatively influence or affect the performance of their duties for MESC.
18. Employees members who author or create print or non-print courseware, software or any other instructional or educational resource material are deemed to be the owners of this material only if the development of such material is not part of the employee's assigned duties and the materials are developed on the employee's own time and without the use of MESC resources.

- a. Employees are advised that they should seek approval from their supervisor prior to the commencement of the work.
- b. Approval should also be obtained if any MESC resources are to be used in the development of the materials.

### ***Criminal Conduct***

19. Employees shall be expected to notify the Superintendent of all criminal charges at the time the charge is issued.
20. Conviction of any criminal offence may result in termination of employment with MESC.
21. Applicants for employment are required to disclose all criminal charges and convictions.

### ***Reporting of Allegations of Misconduct***

22. Any employee who has reasonable grounds for believing that another employee has engaged in conduct that is dishonest, illegal, abusive or detrimental to the interests or reputation of MESC shall report the conduct as per Administrative Procedure 414 – Duty to Report.

**Reference:** Employment Standards Code