

EMPLOYEE CODE OF CONDUCT

Background

The Code of Conduct is intended as a guide for employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgment and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a union to participate in authorized union activities, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of the Division.

Procedures

1. General

1.1 Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.

1.2 Employees shall conduct their employment-related responsibilities in an honest and TJ 0 Tc 0 Tw 2.739 0 Td ()Tj -0.013 Tc 0.013 Tw -30.859 -1.152 Td [(c)-2.1 (on)1

6.3 Employees may not engage in any outside work or business activity that:

6.1.1 Conflict with their duties as Division employees;

6.1.2 Will, or is likely to, negatively influence or affect them in carrying out their duties as Division employees.

7. Confidentiality

Confidential information about Prairie South School Division, its students or employees shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic rule of Tc 0 Tw 2.957 (c) 02 (T) (i) [(05526-Tc10.026 (b)-0074