

CODE OF CONDUCT FOR EMPLOYEES

A. GENERAL

1. All employees of Turtle Mountain School Division are to treat each other in a respectful manner and are to promote, on a daily basis, a respectful environment and concern for their fellow employees.
2. The work environment is to be free of forms of discrimination, as listed under Human Rights Legislation; harassment; and sexual harassment. Employees have a responsibility to report such occurrences to the employer.
3. Board employees shall conduct their employment responsibilities in an honest and diligent manner.
4. During the course of their duties, employees shall treat students, parent(s)/legal guardian(s), fellow staff and members of the community with dignity, respect and consideration.
5. Employees shall adhere to the approved Policies and Procedures of the Turtle Mountain School Division.

B. CONFLICT OF INTEREST

1. Employees shall not engage in any activity that would be perceived as a conflict of interest.
2. Employees shall disclose information on any activity that they undertake which could be viewed as a conflict of interest.

C. CRIMINAL CONDUCT

1. Employees shall notify the Superintendent or Secretary-Treasurer of all criminal charges at the time the charge is issued.
2. Employees charged with an offence under the Criminal Code of Canada may be placed on a leave of absence from employment depending on the nature of the offence or any subsequent investigation of the alleged offence and its relationship to their duties. Circumstances will dictate whether the leave of absence from employment is with or without pay.
3. Conviction of any criminal offence may result in termination of employment with the Board.

D. GIFTS AND PAYMENTS

Board employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

1. Is other than a normal exchange of hospitality between people doing business, or
2. Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Board.

E. MISUSE OF BOARD PROPERTY

1. Principals or managers have the authority to develop procedures relevant to the use of Board-owned property in their particular school or department dependent upon the nature of assigned duties and the equipment or property used to perform same.
2. Principals or managers may authorize the use of supplies or equipment by Board personnel off Board-owned premises if they feel that such use will assist employees in their assigned work. It may be required that some personnel regularly retain Board-owned supplies or equipment in their possession.
3. Principals or managers releasing such equipment are responsible for maintaining a written record of same indicating the time of release, the signature of the user, and the date on which the item is returned.
4. Employees are held responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Board-owned equipment or material entrusted to their care.
5. Employees that are on a long term leave will leave division property (ie laptop) with the division for other employees to access.

F. OUTSIDE EMPLOYMENT

1. Employees shall ensure that any supplementary employment unrelated to their duties with the Division do not appear to be an official act or to represent an opinion of the Board.

G. EMPLOYEE COMPUTER/INTERNET USE

Turtle Mountain School Division provides computers, networks and Internet access to support the educational mission of the Division and to enhance the curriculum and learning opportunities for students and employees.

Employees are to utilize computers, networks and Internet services for Division-related purposes and performance of job duties. Incidental personal use of computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

All Turtle Mountain School Division computers remain under the control, custody and supervision of the Division. The Division reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of Division computers.

The employee is responsible for his/her own actions and activities involving Division computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behaviour, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, commercial, advertising or solicitation purposes;
5. Any communication that represents personal views as those of the Division or that could be misinterpreted as such;
6. Any malicious use or disruption of the Division's computers, networks and Internet services or breach of security features;
7. Any misuse or damage to the Division's computer equipment;
8. Misuse of the computer passwords or accounts (employee or other users);
9. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
10. Any attempt to access unauthorized sites;
11. Failing to report a known breach of computer security to the system administrator.

H. DISCIPLINARY ACTION

Breach of any of the provisions of this policy shall render employees liable to such disciplinary action, up to and including dismissal, as is deemed to be appropriate.

I. RIGHT TO APPEAL

Employees who are not satisfied with action taken with respect to enforcement of this policy are entitled to pursue the matter in the manner set forth as follows:

1. For those matters which are covered by the employee's respective collective agreement or policies and procedures, the matter may be pursued in accordance with the grievance or appeal procedure outlined in the said collective agreement or policies and procedures.
2. In those instances where the matter is not covered by the employee's respective collective agreement or policies and procedures, the issue may be pursued by the employee's submission of an appeal in writing to the Superintendent or Secretary-Treasurer or designate within 14 working days after the said action has been taken.
3. Non-unionized employees may pursue the issue by submitting an appeal in writing to the Superintendent or Secretary-Treasurer or designate within 14 working days after the said action has been taken.

