A. Background and Definitions

Niagara College strives to ensure integrity, transparency and public confidence at all times. This policy cannot address every situation that Employees may encounter. For this reason, this policy does not relieve Employees of the responsibility and accountability to exercise good judgement and in circumstances where they are unsure as to the proper course of action, to seek guidance from College management.

Employee: For the purposes of this policy, a person under the employ of Niagara College on a full-time, part-time, occasional, or temporary basis.

B. Purpose

The Employee Code of Conduct is intended to provide clarity for Employees on standards of integrity, and professional conduct.

C. Policy Statements

1. Each Employee is accountable to support the Niagara College mission, vision and values, and to act with integrity and transparency, respect for diversity, and with a focus on personal and team accountability and collaboration.

2. Employees will work together to achieve the highest possible standards to foster and maintain public trust and confidence in the integrity and professionalism of the College.

3. An Employee’s conduct shall not impede or prevent others from carrying out their duties.

4. Knowledge of College Policies and Regulations
   a) Employees need to be aware of and comply with the legislation and regulations that affect how they carry out their duties, including those of other countries when travelling out-of-country on College business;
   b) Employees are expected to be familiar with the College policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.
5. **Respect in the Workplace**
   a) Employees are expected to demonstrate behaviours that reflect the College values in all their interactions;
   b) Employees are expected to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity;
   c) Employees are to act with transparency and impartiality to make sound, unbiased decisions in order to avoid any actual or perceived conflict of interest in accordance with the Conflict of Interest policy;
   d) Employees must respect the traditions, beliefs and diverse backgrounds of all individuals and groups; and
   e) Employees will not participate in or condone any form of harassment, discrimination, bullying and/or violence in the workplace.

6. **Professional Behaviour**
   a) Employees are expected to act in a professional manner that includes meeting obligations, being truthful and cooperative with College administration, maintaining integrity in their work and civility in their conduct and communications;
   b) Employees are expected to present themselves in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they perform and the public image of the College they represent;
   c) Employees are to adhere to professional codes of conduct where applicable;
   d) Employees are expected to ensure that their conduct does not jeopardize the good order and proper functioning of College operations and that they do not use College property or assets for anything other than legitimate College business, in accordance with policies pertaining to Conflict of Interest;
   e) Employees will take reasonable steps to protect confidential information in accordance with the Freedom of Information and Privacy policy; and
   f) Employees will not make public disparaging remarks as a representative of the College, about colleagues, students, suppliers, contractors, and/or the College, including through the use of social media.

7. **Children in the Workplace**
   Employees are not permitted to bring their children to work as part of their routine course of work. Employees’ children are only permitted to attend the workplace with their parent for College events that would normally include children such as varsity games or events like ‘Take Our Kids to Work’.
POLICY GROUP: NC600 – Human Resources
POLICY TITLE: Employee Code of Conduct

8. Communication
   a) Every employment letter will reference the Employee Code of Conduct; and
   b) Managers are responsible for communicating the Employee Code of Conduct to consultants, contractors, volunteers and student Employees for their respective areas.

9. Failure to Comply
   a) Failure to comply with this policy could result in reputational damage, legal action and/or financial loss; and
   b) An Employee who demonstrates conduct that does not comply, or is inconsistent with the standards contained herein, may be subject to disciplinary sanctions up to and including termination.

D. Related Documents

Policies: NC600 Conflict of Interest
          NC100 Free Speech
          NC100 Privacy & Freedom of Information
          NC400 Social Media

E. Document History

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<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>November 28, 2019</td>
<td>New policy</td>
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