

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section*                    PERSONNEL

*Policy Name*            EMPLOYEE CODE OF CONDUCT 707

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<i>Board Approved:</i> February 19, 2020 March 26, 2019 February 22, 2012 March 12, 1999	<i>Reviewed:</i> February 4, 2020 January 8, 2019 January 30, 2012 December 5, 2006	<i>Review By:</i> December 2024
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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to expect its employees to adhere to the highest standards of personal and professional competence, integrity and impartiality,

seek assistance from a member of the school staff,

Committee, Special Education Advisory Committee, and Indigenous Education Advisory Council;

develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;

provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to promote student achievement and well-being in a safe, inclusive, and accepting learning environment.

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

### ***Principals***

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment;

holding everyone under their authority accountable for their own behaviour and actions;

empowering students to be positive leaders in their school and community;

communicating regularly and meaningfully with all members of their school community.

### ***Teachers and Other School Staff***

Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role

## ***Parents/Guardians***

Parents/Guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents/Guardians fulfil their role when they:

augment the standards contained herein with specific procedures which are more stringent and that will apply to individual employees or groups of employees under their authority (i.e. requirements for Student Field Trips). When this is done, it shall be in writing with a copy to the Director.

2.5 Application

This Code applies, with appropriate changes and modifications, to all employees.

**3.0 Confidential Information**

3.1 Access

An employee may have access to confidential information by reason of his/her employment with the Board.

3.2 Confidentiality

Any employee with access to confidential information must not make such information

member of his/her immediate family has a direct or indirect financial interest in a contract or proposed contract with the Board, and where the employee could influence the decision made by the Board with respect to the contract.

5.2 Requirement of Employees

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Board, or similar circumstance, the employee must advise his/her Supervisor of the situation, in writing, and the Supervisor will, if a conflict of interest is deemed to exist, make appropriate alternative arrangement to handle the matter.

5.3 Employee Suppliers

Employees shall not directly sell goods, materials or services to the Board. An exception can be made, with the approval of the Director, to secure services from an employee outside regular hours of employment on a fee for service basis. An employee-developed material for use in school is covered elsewhere in Board policy.

**6.0 Use of Board Property**

6.1 Loans

the interests of the Board.

7.7 More Stringent Rules

Each Supervisor may prescribe a more stringent set of rules to cover employee conduct. Should this be undertaken, it should be in writing and made available to the employees affected.

**8.0 Hiring Relatives**

The hiring practices of the Board are governed by Board Policy and supporting Management Guidelines.

In general, the fact that a potential employee is related to an existing employee