

 Confederation <small>COLLEGE</small> POLICY	Number: 4-2-06	# of Pages: 3
	Originator:	Human Resources Services
	Approved By:	Senior Team
	Replaces:	NEW
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CODE OF CONDUCT		

1. **STATEMENT**

Confederation College strives to maintain the highest level of public confidence in all aspects of our organization. Our faculty, staff and students come from diverse backgrounds and lifestyles, and as a result, have varied belief structures. This Code of Conduct was developed based on our corporate values.

Our values are:

Diversity

We celebrate our learners, communities, and college employees in all their diversity.

Respect, Caring and Openness

We value each other as individuals and we act with integrity. We expect active and honest sharing of information and ideas, listening carefully, and respecting the opinions of others.

Working together, we achieve our mission through our values, attitudes, and actions.

Learning and Leading

We prepare our learners to live, work, and lead, in northwestern Ontario and beyond.

Excellence

We strive for excellence in all elements of our work including our consultative, collaborative and responsible decision-making processes. We build on our historical strengths of innovation, reasoned risk-taking, and responsiveness.

2. **PURPOSE**

This policy informs and asserts individual rights and responsibilities and outlines unacceptable behaviours.

3. **PRINCIPLES**

3.1 All members of the College community will be held accountable for their actions. Behaviour that is likely to undermine the dignity, self respect or self-esteem of any other person will not be tolerated.

3.2 Wherever possible an educational approach will be taken to deal with inappropriate behaviour by assisting the individual to understand why the behaviour is inappropriate, how it impacts other people, and the importance of taking responsibility for and recognizing the consequences of their actions.

4. RELATED POLICIES, PROCEDURES, AND PRACTICES

This practice is linked to the Mission and Values of Confederation College as well as other policies, procedures and practices. These include (but are not limited to):

- Accommodation of Employees with Disabilities Operating Practice;
- Acceptable Use (IT);
- Accessibility and Accommodation Practice;
- Charter of Students Rights and Responsibilities;
- Collective Agreements;
- Conflict of Interest Policy;
- Employee Human Rights Operating Practice;
- Human Rights Policy;
- Human Rights Practice and Procedure;
- Personal Relationships;
- Public safety practices including Bill 168;
- Return to Work Program;
- Sick Leave Practice;
- Terms and Conditions for Administrative Employees;
- The “Respect. It begins with you” campaign; and
- Workplace Discipline Policy.

5. SCOPE

5.1 Each member of the College community has an obligation and responsibility to respect the rights of other members including the right to study, learn and work without unreasonable disturbance, disruption or hindrance. Each member also has a responsibility to deal honestly with all other members of the College community in academic and non-academic matters. This practice applies to all members of the College community including but not necessarily limited to:

- Board of Governors members;
- Clients, patrons and customers;
- Guests;
- Employees;
- Independent contractors such as those undertaking construction, provision of service or research;
- Members of committees established by Confederation College;
- Students;
- Visitors; and/or
- Volunteers.

5.2 Confederation College employees are seen in the community of Thunder Bay as ambassadors of the College and as such are expected to reflect a professional image at all times, whether on or off duty, by conducting themselves with the highest degree of moral and ethical behaviour and integrity. This is particularly important when wearing clothing with the College’s logo.

6. RIGHTS AND RESPONSIBILITIES

All members of the Confederation College community have:

- i. A right to work and learn in an environment that is free from discrimination, harassment and/or bullying and that supports equal opportunity;

- ii. An obligation to consider their actions and avoid inflicting either physical or psychological harm on others;
- iii. An obligation to be fair when dealing with others and to afford each individual appropriate treatment;
- iv. A duty to respect and support the well-being of others;
- v. A duty to act in a professional manner, which includes meeting obligations, being truthful and maintaining civility and integrity in their work and study; and
- vi. A duty to uphold the College values on and off campus.

7. COMPLAINT PROCESS

The Code of Conduct is an umbrella document for other Confederation College policies, procedures and practices. (Refer to “related policies, procedures and practices” for processes related to sanctions, actions and appeal).

This policy complements existing reporting, investigation, resolution and appeal procedures further to the:

- Academic Dispute Resolution Policy;
- Acceptable Use Policy;
- Charter of Student’s Rights and Responsibilities;
- Complaints Process (non academic);
- Human Rights Policy;
- Prevailing collective agreements;
- Student Accommodation;
- Student Code of Conduct;
- Terms and Conditions for Administrative Employees; and
- Workplace Discipline Policy.

This policy is supplemental to any other legal right or remedy that the College may have in conducting its affairs, whether as an educator, employer owner of property of pursuant to any contracting agreements.

This policy is not intended to substitute for the normal exercise of management rights by the College nor is it intended to deny the rights of individuals to exercise their legal rights without recourse to this policy.