


Administrative Procedure Code of Conduct	
	Department: Corporate Services
	Approved by: Leadership Council
	Date Approved: May 13, 2024
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020</i>
	Internal References <ul style="list-style-type: none"> • Acceptable Use of Technology AP • Health and Safety of Student and Staff AP • Tobacco Free Environment AP • Criminal Record and Vulnerable Sector Check AP • Employees – Alcohol and Drugs AP • Privacy -AP

Purpose

- The purpose of this administrative procedure is to communicate an expectation of acceptable conduct and provide guidance in ethical decision-making for all Saskatchewan Distance Learning Centre (Sask DLC) employees.

Scope

- This administrative procedure applies to all individuals affiliated with Sask DLC, including employees, contractors, practicum students, volunteers, partners, clients, and any other stakeholders involved in the activities and operations of Sask DLC.

Policy Statement

- Sask DLC is committed to fostering a workplace environment that upholds the highest standards of conduct, ethics and professionalism.
- All individuals associated with Sask DLC are expected to adhere to the standards outlined in Sask DLC’s Code of Conduct. Complying with Sask DLC’s Code of Conduct and with all applicable laws, policies and administrative procedures are considered part of the terms and conditions of employment with Sask DLC.
- Sask DLC employees are obligated to:
 - Comply with all applicable laws, policies and administrative procedures;
 - Use good judgment;
 - Conduct ourselves with honesty and integrity;

- Promote a work environment based on trust and respect;
- Avoid conflicts of interest;
- Keep organizational information confidential;
- Ensure open communication; and,
- Ensure the workplace is free from alcohol, illicit drug or cannabis use, vaping, additional substances, cigarette, cigar, pipe or any smoking device (e.g., electronic cigarette) that is burning or heating any tobacco or non-tobacco substance and a result produces gases, vapours, particles or other emissions.

Procedures:

1. Respect and Ethical Responsibility in the Workplace
 - a) It is every employee's responsibility to fulfill the terms and conditions of their contract of employment and it is also each employee's responsibility to work with colleagues and students in mutually supportive ways to develop effective professional relationships with members of the educational community, public sector stakeholders, and general public.

2. Personal Integrity
 - a) Every Sask DLC employee has a fundamental obligation to act honestly and with integrity at all times. As outlined in Criminal Record and Vulnerable Sector Check Administrative Procedures, every employee must inform the Chief Executive Officer or designate when they are charged with a criminal offence within 48 hours.

3. Harassment and Violence
 - a) Every Sask DLC employee has a right to work in a respectful environment that is free from harassment and violence. Refer to the Prevention of Harassment and Violence Administrative Procedures or contact Human Resources.

4. Conflict of Interest
 - a) Sask DLC employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties. Sask DLC employees are required to support and advance the interests of Sask DLC and avoid placing themselves in situations where the private interests may be in conflict with, or be perceived to be in conflict with the interests of Sask DLC. In the event of a conflict of interest, employees will make the conflict known to the appropriate supervisor and remove themselves from the situation. Refer to Administrative Procedures on Conflict of Interest for further guidance.

5. Confidentiality and Privacy
 - a) All employees as per their signed Oath of Office are required to respect the privacy of students, families and staff and are required to maintain confidentiality of all information gained by virtue of being an employee, volunteer or trustee.

6. Safe and Healthy Working Environment
 - a) Sask DLC is committed to providing a safe and healthy work environment for all employees and to avoid adverse impact and injury to the environment. Sask DLC is committed to complying with all environmental and workplace health and safety laws and regulations. Refer to Administrative Procedures on Health and Safety of Students and Staff.

7. Intellectual Property
 - a) Sask DLC employees create significant and valuable written works, technology and data compilations. They also identify problems and develop solutions by making improvements to equipment, tools and processes. These creations and solutions developed and owned by Sask DLC constitute intellectual property. In general, employees should treat Sask DLC's intellectual property as confidential information.

8. Use of the Internet, Email and Electronic and Social Media
 - a) Under no circumstances are employees authorized to engage in any activity that is illegal under local, provincial, federal or international law while using Sask DLC resources. When using Sask DLC computer systems, authorized users are responsible for the security of their passwords and accounts. All users accepting access to Sask DLC computer systems consent to being monitored with network accounts being subject to reasonable search. Refer to Administrative Procedures for Acceptable Use of Technology.

9. Standards of Dress:
 - a) All employees to maintain a professional appearance while in the workplace, or while attending Sask DLC-sanctioned events;
 - b) Clothing should be appropriate to the duties and generally established standards and should be kept neat, clean and tidy;
 - c) Employees should wear/carry employee identification as required by Sask DLC's policy;
 - d) A "business casual" standard is expected of employees working in offices or meeting with clients, stakeholders, community members, or colleagues outside the office. The principle behind this definition is that as professionals working for government should always be dressed in a manner that is suitable to meeting the requirements of their positions (e.g., attendance at court, meetings with supervisor, manager or director, members of the public, and/or representatives from other organizations or ministries);
 - e) "Business casual" clothing should be appropriate and in good taste; examples of inappropriate choices are provided below:
 - i. Stained, damaged, worn, torn or patched clothing;
 - ii. Gym wear including shorts, sweats and yoga pants;
 - iii. T-shirts with controversial or offensive messages or logos; and,
 - iv. Attire that is unnecessarily revealing.
 - f) Sask DLC employees are also encouraged to choose appropriate and safe footwear;
 - g) While Casual Fridays allow a reprieve from the more formal attire requirements of the week, employees should also consider their schedule for that day (meetings, client contact, etc.) and adjust accordingly. Employees are expected to use their best judgment to determine what is

appropriate and if in doubt, consult their supervisor. The “Casual Friday” option is not available to staff designated to wear a uniform.

h) Supervisors are expected to immediately address inappropriate attire of an employee.

10. Illegal, Illicit or Recreational Substances

a) Sask DLC has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned or leased by Sask DLC. Refer to Administrative Procedures for Employees – Alcohol and Drugs.

11. Freedom of Information and Protection of Privacy Act

a) *The Freedom of Information and Protection of Privacy Act (FOIP)* governs government agencies including Sask DLC. As a government agency, Sask DLC has a need to collect personal information about students, parents and employees. Sask DLC also has a corresponding duty to protect the privacy of that information and to allow access to information. Refer to Administrative Procedures on Privacy for further guidance.

Definitions

- **Conflict of Interest:** A conflict of interest refers to a situation in which a public servant has private interests that could compete with or that may be perceived to compete with their duties and responsibilities as an employee.

A conflict of interest can also be a situation where an employee can use their position for private gain, non-monetary or otherwise. A conflict may also occur when the private interest benefits an employee’s family, friends or organization in which the employee or their family or friends have a financial interest.

- **Private Interest:** Private interest means a relationship, obligation, duty, responsibility or benefit unique to the employee or a person related to the employee.
- **Confidential Information:** Confidential information includes, but is not limited to, privileged information, third party information, personal information, technical, financial or scientific information and any other information collected, obtained or derived for or from Sask DLC records that must or may be kept confidential under the *Freedom of Information and Protection of Privacy Act, 1990* and the *Health Information Protection Act, 1999* and other applicable policies and legislation.