EMPLOYEE CODE OF CONDUCT

Background

STEM Innovation Academy holds its employees to a high standard of ethical conduct. The manner in which employees perform their duties reflects upon STEM Innovation Academy Society. This Administrative Procedure is intended to outline general guidelines for conflict, and a process for reporting allegations of misconduct. It is expected that employees will behave in a manner that reflects common sense, good judgement, and discretion, and will adhere to all Board Policies and Administrative Procedures.

Procedures

Principals must ensure that employees are informed about the Employee Code of Conduct by having them acknowledge (through PublicSchoolWorks training module) of having read and understood said procedure.

1. Employee Conduct Expectations

    1.1. STEM Innovation Academy employees shall:

        1.1.1. Comply with all applicable requirements set out in Federal and provincial legislation, acts, and regulations.

        1.1.2. Follow the Policies and Administrative Procedures of the Board and its Administration.

        1.1.3. Treat everyone with dignity and respect, fostering the highest standard of professional and personal interaction.

        1.1.4. Conduct themselves as positive role models for students.

        1.1.5. Conduct their employment responsibilities with a high standard of professional performance and with the utmost integrity.

        1.1.6. Adhere to confidentiality and ethical guidelines maintaining the strictest confidence of information gained through their position.

        1.1.7. Report to work fit to conduct their duties and use work time for work purposes.

2. Criminal Misconduct

    2.1. Employees have a duty to report to the supervisor any criminal charge issued against them.

    2.2. Administrators and employees must report to the Superintendent when they have knowledge or notice that criminal charges have been issued against an employee of the Board.

2.3. Conviction of any criminal offence may result in termination of employment with the Board.

2.4. Prior to starting employment with the Board, applicants must provide a valid criminal record check and vulnerable sector check. All pending criminal charges and convictions must be disclosed except where such convictions have been preciously pardoned.

3. Reporting Allegations of Misconduct

3.1. Any employee conduct that is dishonest, illegal, abusive, or detrimental to the interests or reputation of the Board must be reported to that employee's immediate supervisor who must report it to the Superintendent in writing.

3.2. Teachers reporting an allegation against another teacher should do so in compliance with the Code of Professional Conduct for Teachers and Teacher Leaders.

3.3. All reporting to Administration and the Superintendent is and must be maintained as confidential.

4. Protection for Reporting an Allegation of Misconduct

4.1. If an allegation is made in good faith, and is not found to be vexatious, the employee making the allegation will not be disciplined, regardless of the outcome of the investigation.

4.2. If the allegation is found to be vexatious and frivolous the employee(s) will be disciplined.

4.3. Any employee who makes an allegation of misconduct that is not in good faith or who retaliates against an employee for making a report of misconduct in good faith will be subject to disciplinary action, up to and including termination.

4.4. The employee making the allegation and anyone who provides information will be protected from any form of retaliation related to their employment.

5. Conflict of Interest

5.1. Employees shall refuse to place themselves in a position where they are under obligation to any person(s) who might benefit or seek preferential treatment.

5.2. Employees shall not engage in private endeavours that might cause a perception of a conflict of interest, or that might bring the reputation of employees or the Board in disrepute.

Approved: March 2024