

WHY WE HAVE THIS POLICY

Keyano College's Board of Governors operates under a mandate given, through legislation, by the people of Alberta, who expect the business of the College to be conducted with integrity, transparency and accountability.

WHAT WE WANT THIS POLICY TO ACCOMPLISH

Keyano College's students, employees and Board members act within the highest standards of conduct. We strive to provide all members of our college community with a safe and respectful environment by expecting all individuals to act with integrity, courtesy, impartiality and respect for the dignity of all persons. We identify and take steps to manage misconduct and conflict, or the appearance of such between the private interests of Keyano College Board members, employees, or students, and our duty to fulfill our mandate.

Policy No. 8 **Keyano College Code of Conduct**

Keyano College's Code of Conduct applies to all Board members, College employees and students. The Code reflects our commitment to the College's values and provides a framework to guide conduct that upholds the integrity and reputation of the College.

Core values of Keyano College's Code of Conduct

As Board members, we agree that the following core values will guide our actions:

- We act with honesty, integrity, impartiality and courteous respect for differences
- We act with transparency and accountability for our actions
- We avoid conflicts of interest and the appearance of such conflicts

President & CEO's role to ensure employees comply with the Code of Conduct

The Board delegates its authority to the President & CEO to ensure that College employees comply with the Code of Conduct by establishing effective policies and procedures that:

- establish and maintain a respectful workplace and learning environment that promotes and protects behaviours that exemplify academic integrity, fairness, impartiality, respect for the privacy, dignity and individuality of all people and the rights and property of others
- protect the College, its operations and its assets from financial fraud or misconduct
- ensure College employees avoid conflicts of interest and the appearance of such conflicts

President & CEO's role to ensure students comply with the Code of Conduct

The Board delegates its authority to the President & CEO to ensure that Keyano College students comply with the Code of Conduct by establishing effective policies and procedures that promote and protect behaviours that exemplify academic integrity, respect for the dignity and individuality of all people and the rights and property of others.

The Keyano Code of Conduct

Keyano College is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the College community, including the Board of Governors, faculty, staff, students, volunteers and visitors.

In particular, each person will be bound by the following specific provisions.

Conduct Toward Others

I will demonstrate respect for the dignity and individuality of all persons by:

- promoting an environment that respects the rights of others and treats one another with dignity and respect at all times, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability and is free of any form of harassment or discrimination
- refusing to tolerate any violent or bullying behavior (physical, verbal, social, electronic) that intentionally hurts (physically, socially or emotionally) another person or group
- refusing to tolerate verbal or physical abuse or the threat of abuse
- refraining from behaviours that interfere with or disrupt the learning, living or work life of others
- treating confidential information appropriately as prescribed by applicable legislation
- encouraging others to feel welcome and safe

Personal Conduct

I will demonstrate a high standard of personal conduct at Keyano College and in other activities related to the College by:

- upholding federal, provincial and/or municipal laws
- refraining from behaviour that would discredit the reputation of the College
- not engaging in inappropriate sexual behaviour, or behavior that discriminates based on economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability
- refraining from inappropriate possession or consumption, or functioning under the influence of any intoxicating substance
- being reliable in my commitment to participate in board governance, work, study, related activities and other purposes for visiting the college facilities
- refraining from the use of a position of trust to receive special benefits or consideration, financial or material gain for myself or others
- appropriately using any real or perceived position of authority
- consistently practicing honesty and integrity in my role as a member of the college community
- supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment

Conduct Toward Property

I will respect College assets and the property of others by working to create an environment that treats these assets with respect and does not condone:

- theft, vandalism or damage of property
- unauthorized use of or entry to any space or property
- violation of civil or criminal statutes

Awareness and College Community Responsibility

I will practice integrity by supporting others in adherence to this policy by:

- recognizing how this policy is connected with a number of more in-depth College policies, procedures and provincial and federal legislation
- taking responsibility for learning how related legislation, policies and procedures apply to my situation

Contraventions of the Code

Contraventions of the Code by members of the Board or the President & CEO shall be dealt with by the Board. Contraventions by all other parties shall be dealt with by the President & CEO.

Who Approved this Policy

Keyano College's Board of Governors has approved and is accountable for this policy.

Who is Responsible for this Policy

The Board of Governors will ensure that they conduct themselves within the limits and for the purposes of this policy. The College President & CEO will ensure that College employees and students conduct themselves within the limits and for the purposes of this policy.

Who is Directly Affected by this Policy

This policy applies to all members of the Keyano College community, including but not limited to Board members, College employees and students in their conduct at the College.

POLICY MANAGEMENT AND POLICY QUALITY ASSURANCE CHART

Board Policy Name	Keyano College Code of Conduct
Board Policy Number	8
Approval Date	March 29, 2017
Date Effective	March 29, 2017
Historical Review Dates	
Next Review Date	This policy will be reviewed at least once every 3 years to ensure compliance with legislation, Board policies and intended purpose.
File Storage Location	Q:\Executive Office\Board of Governors\Policies of the
Related Legislation	<ul style="list-style-type: none"> ▪ <i>Post-Secondary Learning Act</i> 2003, Section 60 (1)(d) ▪ <i>Alberta Public Agencies Governance Act</i>
Related Policies and Procedures	<ul style="list-style-type: none"> ▪ all Board policies ▪ Conflict of Interest ▪ Board policy definitions ▪ College Policies and Procedures <ul style="list-style-type: none"> ○ Code of Conduct Policy ○ Respectful Workplace and Learning Environment Policy ○ Code of Student Conduct: Academic Integrity and Non-Academic Misconduct Procedure ○ Whistleblower Policy ○ Fraud, Misconduct, and Code of Conduct Violation Reporting Procedure (under development)
Superseded Policies	
Monitoring and Frequency	<ul style="list-style-type: none"> ▪ Yearly report to the Board of Governors on the number of instances reporting a breach in the Code of Conduct
Policy Custodian	Board Coordinator