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## Purpose/Background

Every decision and action in the Division must be legal, reasonable, and ethical in order to maintain confidence and trust placed in the Division. The Division Employee Code of Conduct is intended to provide guidelines for the conduct of RVS employees in making decisions and interacting with the aforesaid goal in mind. RVS employees are responsible for knowing, understanding, and complying with this administrative procedure. Failure to comply with the Employee Code of Conduct could result in disciplinary action up to and including termination of employment.

The Employee Code of Conduct is not intended to restrict or interfere with the fundamental rights and freedoms, and the laws of Canada. The Employee Code of Conduct is not intended to interfere with the legal obligations of an employee nor interfere with the expectations associated with other professional codes of conduct, or legal rights and obligations as a member of a union/association to participate in authorized legal union/association activities. Nor is it intended to regulate, restrict, or interfere with any private interest or activities that are not detrimental to the interest or reputation of the Division.

## Definitions

**Harassment:** means any behaviour or pattern of repeated behavior that disparages, humiliates or harms another person, denies an individual's dignity and respect, and is demeaning or humiliating to another person.

**Sexual Harassment:** Any conduct, comment, gesture or physical conduct of a sexual nature, which implicitly or explicitly adversely affects, or threatens to affect, directly or indirectly, an individual's work environment or job-related prospects. Sexual harassment is not gender specific; harassers and victims may be of any gender.

**Bullying:** means aggressive and repeated behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual including physical, emotional, or social harm, harm to the individual's reputation or harm to the individual's property, or to create a negative environment for another individual. Bullying behaviour includes the use of physical, verbal, electronic, written or means.

**Discrimination:** means any type of behaviour that includes practices or actions, intentional or otherwise that is exclusionary, denies access or differentiates adversely and is based on such aspects as: race, religious beliefs, colour, gender, sexual orientation, physical/mental disability, ancestry, place of origin, marital status, family status, source of income or age.

**Conflict of Interest:** means situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of RVS or when there is a reasonable basis for the perception of such conflict.

## Procedures

1. RVS employees shall comply with all applicable requirements set out in:
  - 1.1. Federal and provincial legislation, acts, and regulations,

- 1.2. Division policies and procedures,
- 1.3. Collective Agreement between Alberta Teacher's Association and RVS,
- 1.4. Terms of Employment for support staff.
2. RVS employees shall not:
  - 2.1. engage in discriminatory behaviour;
  - 2.2. engage in behaviour that constitutes harassment or sexual harassment
  - 2.3. engage in bullying behaviour;
  - 2.4. engage in retaliation behaviour against anyone
3. RVS employees shall interact with others with dignity, respect, and consideration, maintaining the highest standard of professional and personal conduct.
4. RVS employees shall conduct their employment responsibilities respectfully, honestly, and with the utmost integrity.
5. RVS employees are expected to exercise common sense, good judgement and discretion.
6. RVS employees shall report to work fit to conduct their duties and use work time for work purposes.
7. RVS employees shall not be under the influence of, or provide others with, alcohol, cannabis, cannabis-infused products, or illegal drugs while on work premises or performing work related duties, except when following authorized medical accommodation
8. RVS employees are prohibited from the sale and distribution of illegal drugs or improperly used prescription/ non-prescription medication.
9. RVS employees are not permitted to use RVS property for personal benefit or for their own personal use without documented authorization from supervisor.
10. RVS employees are responsible for exercising reasonable care when using RVS property to prevent abuse to, excessive wear, loss or damage to said property.
11. RVS employees shall not accept or provide gifts, payment, favours or services of any significant value determined from an objective standpoint, from any individual or organization during the performance of their assigned duties if that gift, payment, favour or service:
  - 11.1. is other than a normal exchange of hospitality or appreciation between people doing business or,
  - 11.2. affects, or is intended to affect or influence, the decision of an employee in carrying out their assigned duties; or,
  - 11.3. may create the appearance of undue influence.
12. Employees may take supplementary employment, including self-employment, unless such employment:
  - 12.1. constitutes a conflict of interest as per AP401,
  - 12.2. is performed in such a way to appear to be an official act or to represent an opinion of RVS,

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- 12.3. utilizes resources and/or materials created while performing duties as an RVS employee, or
  - 12.4. interferes with, influences or affects the performance of duties for RVS.
13. RVS employees shall not disclose, discuss, or share confidential information except with other employees within RVS for the purpose of allowing them or another employee to carry out their duties.
14. RVS employees are required to notify the Associate Superintendent of Human Resources or designate, of all criminal charges against the employee at the time the charge is laid, as well as any convictions. Employees shall abide by the Mandatory Record Checks - Staff procedure at all times.
15. RVS employees shall not engage in private endeavors that might cause a perception of a conflict of interest, or that might bring the reputation of the employee or RVS into disrepute. Private endeavors are all those aspects of an employee's activities outside the employee's employment duties and include, but are not limited to:
- 15.1. Financial interest
  - 15.2. Paid and unpaid activities performed in such a way as to appear to be an official act or to represent an opinion of RVS
  - 15.3. Paid or unpaid activities that interferes with, negatively influences or affect the performance of duties for RVS
  - 15.4. Relationships with third parties who may be:
    - 15.4.1. Associated with RVS through employment or business
    - 15.4.2. Seeking employment or benefits from the Board.
16. RVS employees shall exhibit best practices in the performance of their assigned duties and report, to their supervisor, any unsafe or hazardous situation.
17. RVS employees are responsible for knowing, understanding, and complying with this administrative procedure.
18. Failure to comply to the guidelines as outlined in this code of conduct, or affiliated policies and procedures may result in disciplinary action, up to and including, termination of employment.

*Reference:*

RVS AP163 – Serving and Consumption of Alcoholic Beverages  
RVS AP401 - Staff Conflict of Interest  
RVS AF404-A Confidentiality/Non-Disclosure Undertaking – Employees  
RVS AF404-B Declaration Criminal Record Check – Employees  
RVS AF404-C Confidentiality/Non-Disclosure Undertaking – Other  
RVS AP410-Employee Progressive Discipline  
RVS AP412-Harassment Reporting and Investigation  
Policy 19 - Respectful Learning and Working Environments  
Alberta Human Rights Act  
Freedom of Information and Protection of Privacy Act



Personal Information Protection Act  
Canadian Human Rights Act  
The Teaching Profession Act  
The Criminal Code of Canada  
Code of Professional Conduct for Teachers and Teacher Leaders  
The Teaching Quality Standards of Alberta  
The Collective Agreement between Rocky View School Division #41 and the Alberta Teachers' Association  
Support Staff Terms of Employment