



Policy:	O-5.11
Approved By:	Senior Leadership Council
Approval Date:	February 25, 2004
Amendment Date:	June 24, 2009
Policy Holder:	Exec. Dir. Human Resources

CODE OF CONDUCT, CONFLICT OF INTEREST AND WORKPLACE RELATIONSHIPS

Purpose / Rationale

This policy is intended to set out the principles and standards of conduct expected of all employees of Camosun College ("College") and to guide College employees in identifying and resolving issues of ethical conduct and conflict of interest that may arise during the course of their employment. This policy was further amended in 2009 to include wording describing inappropriate conduct and a more detailed requirement around obligations to confidentiality.

Scope / Limits

1. This policy applies to all employees at the College.
2. This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment for Exempt Employees.

Principles

1. Employees have important responsibilities in connection with the work they perform for the College; therefore, all employees shall perform their duties in good faith and in the best interests of the College.
2. The conduct of employees shall not bring the College into disrepute.
3. Employees are expected to treat each other with respect and dignity.
4. The conduct and language of employees in the workplace are expected to meet acceptable social standards.
5. Employees shall avoid creating the impression of speaking or acting on behalf of the College when they speak or act as private persons.
6. Employees shall not exploit relationships for private advantage or benefit.
7. The College recognizes the right of employees to be involved in activities as citizens of the community, but employees shall keep their role as private citizens separate and distinct from their responsibilities as employees at Camosun College. Employees shall avoid situations that place them in real or perceived conflict of interest.

8. The College recognizes that many employees act under other codes of conduct or standards of practice or licensure. The College accepts that these professional standards support the College's Code of Conduct.

A. COMPLIANCE WITH THE LAW

1. Employees shall act in full compliance with all applicable laws and regulations when fulfilling their employment obligations to the College.

B. INAPPROPRIATE CONDUCT

1. Employees shall not engage in conduct that may be considered inappropriate by any reasonable standard. Inappropriate conduct includes, but is not limited to:

- a) conduct that disrupts the learning environment or impedes the delivery of College services;
- b) conduct that creates an atmosphere of hostility, intimidation, discrimination or disrespect for others;
- c) conduct of a violent or non-violent nature that endangers or threatens to endanger or subject any person, present on campus or facilities used in partnership with other parties, to physical, mental or verbal abuse, or potential injury;
- d) conduct that damages, defaces or destroys College property; or
- e) conduct that brings the College into disrepute.

C. CONFLICTS OF INTEREST

Conflicts of interest include, but are not limited to:

1. Compromising Situations

- a) An employee's actions should not compromise or undermine the public's trust in the College.
- b) Employees should not place themselves in a position where they are, or appear to be, under personal obligation to any person who might benefit or seek to gain special consideration or favour resulting from the relationship.
- c) Employees have a responsibility to conduct themselves in a way that does not either compromise the College's ability to accomplish its mandate or undermine confidence in employees' abilities to carry out their assigned duties.

2. Conflicts Between Job Responsibilities and Employees' Private Affairs

- a) No conflict shall exist between the private interest of employees and the discharge of their duties or the operations of the College.
- b) Upon appointment, employees shall arrange their private affairs in a manner that will prevent any conflict of interest from arising.
- c) Employees, in the performance of their duties, shall not give preferential treatment to relatives or friends, or to organizations in which they or their relatives or friends have an interest, financial or otherwise.
- d) Employees shall exercise care in the management of their private affairs so as not to benefit, or be perceived to benefit from:

- i. the use of information acquired solely by reason of their employment; or
 - ii. any College transactions over which they can influence decisions (e.g.: investment, borrowing, purchases, sales, contracts, grants, and appointments).
- e) Incidental personal use of College resources is acceptable but is limited to responsible activity that minimizes disruption of College business while attending to necessary personal affairs.

Incidental Personal Use is defined as any personal use of College-owned resources that:

- is infrequent and brief;
- does not have a negative impact on overall employee productivity;
- does not interfere with the normal operations of an employee's department or work unit;
- does not compromise the College in any way; and
- does not contravene any elements of this policy.

When considering the use of resources for personal reasons, the College expects all employees to exercise the same good judgment that they would use in all work situations. Employees are to reimburse the College for any expenses incurred by the college that are not college related.

3. Acceptance of Gifts and Other Complimentary Items

- a) In the performance of their duty, an employee shall not, either directly or indirectly, demand or accept for personal benefit a gift, favour or service from any individual, organization or corporation other than:
- i. the normal exchange of hospitality between persons doing business together;
 - ii. tokens exchanged as part of protocol;
 - iii. the normal presentation of gifts to persons participating in public functions; or
 - iv. the normal exchange of gifts between friends.
- b) Employees are not to accept personal gifts that exceed \$200 in value without the approval of their Supervisor.
- c) All materials provided to staff that support teaching or other activities (e.g.: textbooks, software) at the College remain the College's property and must only be used for College-related activities.

4. Outside Remuneration

Employees may engage in remunerative employment with other employers, maintain businesses, and receive remuneration from public funds for activities outside their position provided that:

- a) the employee discusses their intention to engage in remunerative employment outside of the College with their Dean/Director prior to the start of any such activity;
- b) it does not interfere with the performance of their duties as employees;
- c) it does not bring the College into disrepute;

- d) it does not represent a conflict of interest;
- e) it is not performed in such a way as to appear to be an official act of the College, or to represent the College's opinion or policy; and
- f) it does not involve the use of the College's premises, services, equipment, supplies, or college-paid time to which employees have access by virtue of their employment with the College.

D. WORKPLACE RELATIONSHIPS

1. Relationships with Students

Employees in teaching positions, or who have influence, input or decision-making power over a student's marks, academic interests or other matters shall not become involved in a business or inappropriate personal relationship with a student for the duration of the professional relationship or evaluative role.

In all dealings with students, employees shall ensure that their own behavior is consistent with all aspects of this policy.

2. Relationships with Co-Workers

Employees are encouraged to develop social relationships in the workplace provided that these relationships do not interfere with the work performance or with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic and sexual) should be aware of their professional responsibilities and will be responsible for ensuring that the relationship does not raise concerns about favoritism, bias, or conflict of interest.

In the event that a consensual personal relationship does exist in a supervisory context, the employee who is in the position of greater influence or authority must disclose the relationship to their supervisor and initiate arrangements to address any issues of conflict of interest.

Employees who have or who are involved in a personal relationship must make arrangements to ensure that:

- a) the employee in the position of greater authority should remove themselves from influence, input, or decision-making power over the other employee; and
- b) employees shall not participate in personnel decisions when their objectivity would be compromised to any reasonable extent.

The rules governing working relationships may be waived provided that, upon review, the President or designate finds it essential to do so in order to meet operational needs and/or is satisfied that sufficient safeguards are in place to ensure that the College's interests are not compromised.

E. OBLIGATION TO DISCLOSE REAL OR PERCEIVED CONFLICT OF INTEREST

Employees who believe that they are in, or might be entering into a conflict of interest or a perceived conflict of interest are advised to discuss the situation with their Dean or Director.

F. CONFIDENTIALITY

1. In the course of employment employees may have access to, or become aware of, confidential information of the College or of a third party that has provided such information to the College.
2. Confidential Information includes proprietary information, technical information, operational information, business information, financial information, personal information relating to College personnel or students, and all other information which the College treats as confidential.
3. Employees shall maintain the confidentiality of such information and shall protect such information from loss, theft, misuse and improper disclosure.
4. Employees shall notify their immediate supervisor if they have reason to believe that Confidential Information has been lost, stolen, misused or improperly disclosed.
5. Employees shall not use or disclose confidential information received in the course of their employment that is not available to the general public unless prior authorization is given for its use or disclosure.
6. The obligations set out in this section continue to apply to individuals after they have left the employ of the College.

G. Violations of the Policy

The rights and obligations of employees as described in this policy are a condition of employment for all employees of Camosun College. Failure to comply with this policy may result in disciplinary action up to and including termination.

H. COLLECTIVE AGREEMENT REFERENCES

BCGEU Collective Agreement Article 11.1, 11.2

CCFA Local Agreement Articles 11.01, 11.02 and 31

CUPE Collective Agreement Article 22.11

I. LINKS TO RELATED POLICIES

[0-1.1 Use of College Resources](#)

[0-1.3 Acceptable Computer Use](#)

[0-5.7 Employee Workload In Excess of Full Time](#)

[0-5.10 Human Rights](#)

[0-5.13 Misconduct Reporting and Non-Retaliation](#)