



PROFESSIONAL CONDUCT

Category: Human Resources

Effective: September 2022
Revised Sept 2023

Policy Statement

Anglophone West School District promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.

This policy applies to all individuals who fulfill a job or role in ASD-W. This includes, but is not limited to all employees, contract workers and volunteers, project workers, contracted employees, teacher interns, tutors, and Co-Operative Education students. The policy applies at all times, when an individual represents ASD-W in an official or unofficial capacity.

This policy is to be reviewed annually by school administration during opening activities. The acknowledgement form is to be signed by all new staff. Existing employees are only required to sign once, unless otherwise requested.

Breach of Policy

Appropriate measures will be taken to address any breach of this policy.

Standards of Professional Behaviour

1. Accountability

Individuals shall:

- a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
- b. Acknowledge and respect the responsibility of ASD-W in their management role.
- c. Acknowledge that all work produced related to their responsibilities in ASD-W, is the sole property of ASD-W.
- d. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-W.
- e. Create and maintain a respectful workplace evidence by civility and respect for others (including social media). All communication connected to the workplace, whether or not the communication originated from a government issued or private device, may be subject to a complaint under the Respectful Workplace [Policy AD-2913](#).
- f. As per the [Education Act, section 31.1\(2.1\)](#), if a member of the school personnel has been charged with or convicted of an offence under the Criminal Code (Canada), the member shall notify the superintendent concerned without delay.



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2. Standards of Work

Individuals shall:

- a. Endeavour to improve their professional competency.
- b. Conduct work in an objective, conscientious, effective, and efficient manner.
- c. Perform duties in accordance with the highest standards of their profession and exercise due care.
- d. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
- e. Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.
- f. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-W business.

3. Interpersonal Relationships

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

4. Confidentiality

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of business by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that personal information is collected and used in compliance with [RTIPPA \(Right to Information and Protection of Privacy Act\)](#) and [PHIPPA \(Personal Health Information Privacy and Access\)](#).
- c. Ensure that information obtained during the administration of school-raised funds is treated in a secure and confidential manner.
- d. Be aware that the obligation to comply with the above, continues indefinitely, i.e., even after the relationship between the individual and the School District has been severed.

5. Conflict of Interest ([Provincial Policy AD 2915](#))

Individuals shall:

- *avoid circumstances where they could confer or appear to confer a benefit on themselves, a relative, friend or business associate.*
- *avoid giving unwarranted special consideration or preferential treatment to any person or organization for any reason.*
- *not disclose to others, or use to further their interest, confidential information acquired in the course of performing official duties.*



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- *not demand or accept a reward, gift (or favour of any kind) from a person or organization with whom the employee is, or may be, dealing on behalf of the employer if the reward, gift, or favour could reasonably be deemed to influence the employees in the performance of their duties.*
- *not use the employer's property or lands for activities not associated with the official discharge of duties unless with prior approval of the Board of Management."*

Outside Employment:

"No employee shall undertake outside employment if, in the opinion of the senior executive officer, the outside work would give rise to a conflict of interest or adversely affect their work performance.

Employees who have outside employment, or who are considering outside employment, shall advise their supervisor. Where there is a possibility that the outside employment would give rise to a conflict of interest, employees shall obtain the approval of the senior executive officer."

The Employment of Relatives Policy states:

The following rules outline the government's policy regarding the employment of relatives.

- *At the discretion of the Deputy Head (Part I), the Deputy Head of Department of Education (approving for Part II) or the Chief Executive Officer (Part III), a spouse should not be appointed to positions:*
 - *in the same immediate work area, or*
 - *where one spouse would be required to supervise the other spouse.*

Note: *The above authorities may further, apply this rule to **all members** of the immediate family.*

- *Employees who exercise regulatory, inspection or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives.*

6. Dress Code

Anglophone West School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The District is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-W serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District shall:



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- a. Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work and the duties of their position.

Reference

- [NB Administration Manual AD-2913: Respectful Workplace](#)
- [NB Administration Manual AD-2915: Conflict of Interest](#)
- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)
- Department of Education and Early Childhood Development [Policy 703: Positive Learning Environment](#)
- [N.B. Human Rights Act](#)
- [NBTF Code of Ethics](#)
- [NBTF Code of Conduct](#)
- [Right to Information and Protection of Privacy Act](#)
- [Personal Health Information Privacy and Access](#)
- [New Brunswick Education Act & Regulations](#)
- [ASD-W-101-3 - Guidelines and Procedures for School-Raised Funds](#)

Appendices

- [ASD-W 250-16A: Professional Conduct - Acknowledgement Form](#)
- [ASD-W 250-16B: Conflict of Interest - Notification Form](#)