

## **HUMAN RESOURCES**

### **Code of Ethics OP003**

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#### **POLICY**

The staff members of Southeast College shall carry out their duties, obligations and responsibilities with integrity and conduct themselves in accordance with the College's mission statement and the principles of adult education.

#### **PURPOSE**

- Define accepted/acceptable behaviour
- Promote high standards of practice
- Provide a benchmark for self-evaluation
- Establish a framework for professional behaviour and responsibilities

#### **SCOPE**

All staff

#### **CODE OF ETHICS**

##### **1. Commitment to the Students/Clients**

- To treat each student/client respectfully, justly, considerately and consistently
- To encourage each student/client to attain personal and academic growth
- To ensure a positive and safe learning environment
- To constantly seek ways to better serve the needs of each student/client
- To refrain from an intimate or inappropriate relationship with anyone whom the College employee holds a position of trust or authority towards
- To maintain student/client confidentiality as appropriate
- To make students/clients aware of College policies, rules and regulations that apply to them

##### **2. Commitment to the College**

- To remain focused on the duties as outlined in job descriptions, unencumbered by outside influences or outside work
- To provide professional service
- To be consistent in the application of College policies and procedures
- To be aware of any changes to College policies and procedures
- To follow all terms of the duly negotiated Collective Agreement
- To uphold the positive image of the College

- Ensure a safe and positive work environment

### **3. Commitment to Colleagues**

- To conduct one's self professionally at all times
- To be objective
- Not to condone harassment as defined in the policy
- To take opportunities to improve one's ability to serve in a professional capacity
- To treat each other respectfully and with consideration for individual interests and character
- To support and assist one another
- To ensure a positive and safe work environment
- To keep the trust under which confidential information is exchanged

### **4. Commitment to the Community**

- To exercise one's rights and responsibilities as a citizen at all times
- To use College facilities for purposes consistent with College policies
- To participate in community and professional activities as necessary or desired, provided such activities do not conflict with one's obligation to the College

These ethical principles are not intended to replace or provide a substitute for Codes of Ethics applicable to specific professions.

## **QUESTIONS**

Human Resources

**Effective Date** November, 2017

**Date last reviewed:** November, 2017 September, 2009

**Scheduled review date:** 2020

**Approved by:** Executive Management November, 2017