



## POLICY NO. 8

# CODE OF ETHICS FOR COLLEGE EMPLOYEES

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- 373-08                      May 3, 2016
- 394-26                      June 12, 2019
- 408-05                      June 15, 2021

# ***POLICY NO. 8 – CODE OF ETHICS FOR COLLEGE EMPLOYEES***

## Table of Contents

<b>ARTICLE 1</b> .....	<b>3</b>
GENERAL PROVISIONS .....	3
<b>ARTICLE 2</b> .....	<b>3</b>
DEFINITIONS .....	3
<b>ARTICLE 3</b> .....	<b>4</b>
PERSONAL GAIN .....	4
<b>ARTICLE 4</b> .....	<b>4</b>
HIRING, PROMOTION & RECLASSIFICATION .....	4
<b>ARTICLE 5</b> .....	<b>4</b>
CONFLICT OF INTEREST & DISCLOSURE .....	4
<b>ARTICLE 6</b> .....	<b>5</b>
CONFIDENTIALITY .....	5
<b>ARTICLE 7</b> .....	<b>5</b>
RESPONSIBILITY FOR THIS POLICY .....	5
<b>ARTICLE 8</b> .....	<b>6</b>
EFFECTIVE DATE .....	6

**SCHEDULE A – STATEMENT OF VALUES**

**SCHEDULE B – DISCLOSURE FORM**

# ***POLICY NO. 8 – CODE OF ETHICS FOR COLLEGE EMPLOYEES***

## **ARTICLE 1**

### **GENERAL PROVISIONS**

This policy covers all employees of the College and addresses certain possible ethical situations, including possible conflicts of interest relating to personal gain or personal advancement and close personal relationships as well as confidentiality.

Employees of the College are bound not only to perform their duties with prudence and diligence, but also to act faithfully, honestly and with civility, not use any confidential or personal information obtained in the performance of their duties and not place themselves in a situation of conflict of interest, as described herein. All employees' decisions shall be guided by the College's Statement of Values, a copy of which is attached hereto as Schedule A for ease of reference.

Employees of the College are also bound by the provisions of Policy No. 24 *Concerning the Prevention of Sexual Violence and the Promotion of a Culture of Consent at John Abbott College* ("**Policy No. 24**") which, among others, deals with situations of sexual and/or romantic relationships between a College employee and a student; and by the provisions of Policy No. 25 *Concerning the Reimbursement of Travel, Hospitality and Representation Expenses* which, among others, deals with the acceptance of presents and gifts.

Additional elements covering members of the Board of Governors, including staff Board members, can be found in the College's Policy No. 5 *Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors*.

## **ARTICLE 2**

### **DEFINITIONS**

As used herein, the following words and expressions shall mean:

- 2.1 **College employee:** Any individual receiving remuneration directly from the College for casual, temporary or regular services.
- 2.2 **Close personal relationships:** Relationships between close friends, relatives, spouses, parent and child, siblings, and consensual romantic or sexual relationships.
- 2.3 **Conflict of interest:** A situation in which a College employee is in a Close personal relationship which may influence the objective exercise of their duties, or may compromise their impartial judgment in carrying out their duties; a Conflict of interest may be real, potential or perceived.
- 2.4 **Personal gain:** A situation in which a College employee pursues their own interests or advancement, or the interests or advancement of any other person or entity, over the best

interests of the College; for purposes of clarity, all actions and decisions taken by a College employee shall be in the best interests of the College.

## **ARTICLE 3**

### **PERSONAL GAIN**

- 3.1 A College employee may not, under any circumstance, either directly or indirectly, place themselves in a situation of Personal gain, including, without limitation, the following:
- being offered and accepting services or materials as a result of employment or position with the College;
  - making use of a position within the College to solicit services or materials for Personal gain;
  - making use of a position within the College for Personal gain;
  - utilizing College equipment, services, materials or resources for an external business;
  - pursuing Personal gain over the mission or needs of the College and/or its students;
  - selling of classroom materials or books that students are required to purchase for their courses by other means than by way of the Campus Store.
- 3.2 Failure to respect the terms of article 3.1 hereof may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements.

## **ARTICLE 4**

### **HIRING, PROMOTION & RECLASSIFICATION**

- 4.1 All decisions relating to hiring, promotion or reclassification shall be made in the best interests of the College. Therefore, a College employee may not, under any circumstance, either directly or indirectly:
- 4.1.1 participate in the hiring, promotion or reclassification process of a person with whom they have a Close personal relationship;
  - 4.1.2 interfere or attempt to influence the outcome of any hiring, promotion or reclassification process for Personal gain.

Upon knowledge of any such situation, the College employee shall immediately advise the Director of Human Resources in writing who shall immediately take the necessary steps to remediate the situation.

## **ARTICLE 5**

### **CONFLICT OF INTEREST & DISCLOSURE**

- 5.1 Where two College employees, or College employee and a student, or College employee and any individual, are in a Close personal relationship such that a Conflict of interest as defined in article 2.3 exists, it is the responsibility of the College employee to disclose such situation. Disclosures shall be made and deal with as follows:

- 5.1.2 Disclosures shall be made to the Secretary General or, in their absence, to their delegate, using the appropriate form made available on the College's website ([Disclosure Form](#)), a draft of the form is attached hereto as Schedule B for information purposes only. Please note that disclosures of a sexual and/or romantic relationship with a student is to be made under Policy No. 24 and **not** this policy;
- 5.1.3 Where necessary and possible, arrangements with the College employee or the person with whom the College employee has a Close personal relationship will be made to remove the possibility of Conflict of interest. Such arrangements will be made by the Director of Human Resources and/or the Secretary General, in cooperation with the College employee's immediate supervisor;
- 5.1.4 The disclosure to the Secretary General and the making of necessary and possible arrangements shall be in confidence and shall not prejudice the rights of the individuals involved;
- 5.1.5 Failure to disclose the matter to the Secretary General within a reasonable time limit may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements;
- 5.1.6 Should the matter to be disclosed hereunder involve the Secretary General, such matter shall be disclosed to the Director General who shall assume the role of the Secretary General hereunder. *[Note: The Director General is already covered under the College's Policy No. 5 Concerning Code of Ethics and Professional Conduct for Members of the Board of Governors.]*

## ARTICLE 6

### CONFIDENTIALITY

- 6.1 A College employee may not, under any circumstance, either directly or indirectly, divulge beyond the performance of appropriate job duties as allowed under applicable legislation nor use for Personal gain any confidential or personal information obtained in the performance of their duties. This includes, without limitation, any information obtained in the context of an employee selection committee or otherwise.
- 6.2 Failure to respect the terms of article 6.1 hereof may result in appropriate disciplinary action in accordance with applicable laws and Collective Agreements.

## ARTICLE 7

### RESPONSIBILITY FOR THIS POLICY

- 7.1 The Director of Human Resources is responsible for the application, promotion and revision of this policy; they shall ensure awareness of this policy to all current and new employees of the College.

**ARTICLE 8**  
EFFECTIVE DATE

8.1 This policy shall become effective when enacted.

# SCHEDULE A

## STATEMENT OF VALUES

In October 2003, the College's Academic Council was asked by the Board of Governors to develop a statement of values.

While acknowledging the fundamental significance of the Mission Statement and the Statement of Purpose in directing all College endeavours, the Board felt that "an explicit statement of values would be helpful in further guiding the College's various bodies and stakeholders in their decision making."

In response, a sub-committee of the Academic Council developed the following Statement of Values. Organized into three major categories, the Statement of Values captures the essence of our approach to learning, collegiality and service.

We value:

### **Student learning**

- Excellence in teaching and learning as dynamic and interactive processes;
- An active approach to classroom learning to foster a love of learning that will last a lifetime;
- An education that balances skills needed for success in modern society with intellectual, aesthetic and ethical considerations;
- Autonomy and responsible citizenship in our students; and
- Learning that occurs outside the classroom through social, cultural, leadership and sports activities.

### **A supportive learning environment**

- Effective services to support student success;
- Diverse world views and international perspectives;
- A safe and challenging learning environment;
- Innovation and achievement;
- Openness, respect and collaboration in work and study; and
- An atmosphere in which individual talents can be developed for the good of the community.

### **Responsibility to our communities**

- Fiscal and academic accountability to government and other bodies;
- Governance that reflects the active engagement of students, staff and faculty, and places student learning at the centre of our decisions and actions;
- Participation in the development of the CEGEP system and with academic, professional and social communities;
- Academic and social leadership, drawing upon the College's human and professional resources; and
- Respect for the natural environment and the diversity of our communities.

## SCHEDULE B

### DISCLOSURE FORM

(via Office 365-Microsoft Form)

For questions or additional information, please refer to the Secretary General.

➤ **Identification**

Employee: name, title, employee number, name of department

➤ **Declaration:**

I would like to disclose:

- A. A sexual and/or romantic relationship with a student; (see Policy No. 24 *Concerning the Prevention of Sexual Violence and the Promotion of a Culture of Consent at John Abbott College* [[JAC-Policy-24](#)])
- B. A conflict of interest due to a close personal relationship with a College employee, a student or any other individual; (see *Policy No. 8 – Code of Ethics for College Employees* [[JAC-Policy-08](#)])

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**If A:**

➤ **Relationship Information**

Name of student you are in a relationship with, student ID number, age

When did this relationship start (date): \_\_\_\_\_

➤ **Acknowledgment**

You acknowledge and agree that:

- the College will contact the student you identified as being in a relationship with to confirm the information provided herein and sign this form;
- the information provided in this form is, to the best of your knowledge, accurate and complete.

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**If B:**

➤ **Relationship Information**

Please provide information on the close personal relationship and the conflict of interest (including name of individual, entity they work for (if relevant), description of possible conflict of interest and description of close personal relationship)

➤ **Acknowledgment**

You acknowledge and agree that:

- the College may contact the individual you identified as being in a close personal relationship;
- the information provided in this form is, to the best of your knowledge, accurate and complete.

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Thank you for filling out this form.