



## PROCEDURES

Policy Name	<b>Code of Conduct</b>		
Policy #	<b>703</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>AVP, Human Resources</b>	Previous Revision Date	<b>January 6, 2016</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>January 15, 2024</b>
Procedures Approved by	<b>CFO &amp; VP, Administrative Services</b>	Review Date	<b>January 2029</b>

See the related [POLICY](#).

### PROCEDURES

Our core values, core competencies, principles of conduct, policies and procedures, and collective agreements serve to guide the judgment and conduct of the Sask Polytech community. When assessing your conduct or the conduct of other employees, the following questions can be useful in clarifying whether misconduct is occurring or has occurred:

- Is it legal, safe, appropriate and reasonable.
- Does it align with Sask Polytech core values, core competencies, standards of conduct, policies and procedures, and collective agreements.
- Does it reflect how you would want to be treated in similar circumstances or how you know the other person would want to be treated.
- Would the conduct jeopardize Sask Polytech's reputation.

If doubt remains or further guidance is required, reach out to an appropriate party for help. For students this might be the community member directly, an instructor, Program Head, or Student Services representative. For employees, this might be the community member directly, an appropriate Sask Polytech supervisor or manager; Human Resource representative; or the Respectful Workplace Consultant.

Informal complaints or concerns that cannot be resolved directly between the respondent and the complainant are to be brought forward to an instructor, program head, supervisor, manager, member of Human Resources or Student Services. Resolution may include but is not limited to accompanying the complainant to speak to the respondent or doing so on their behalf.

An informal resolution process may be converted to a formal resolution process (or vice versa) if it is appropriate to do so in the circumstances, or steps may be condensed if appropriate in the circumstances.

#### 1.0 Making a Complaint

- 1.1 Complete and submit the [Misconduct Complaint form](#), along with all other relevant materials. The complaint form is routed to [respect@saskpolytech.ca](mailto:respect@saskpolytech.ca) which is monitored by the Office of the AVP, Human Resources.

- 1.2 Complaints shall include a description of the acts or omissions which are alleged to be in breach of our Code of Conduct, identify those responsible for the acts or omissions, contain a description of any efforts undertaken to resolve the matter through informal resolution procedures, and shall be acknowledged by the complainant.
- 1.3 Any member of the Sask Polytech community who has experienced or witnessed misconduct as defined in this policy may bring a complaint.
- 1.4 Any member of the Sask Polytech community who brings a complaint in good faith may do so without fear of retaliation or reprisal and in so doing will become the complainant.

## **2.0 Receipt of a Complaint**

- 2.1 Misconduct complaints will be administered as follows:
  - 2.1.1 Written complaints where the respondent is an employee will be administered by the relevant Human Resources Consultant, in consultation with the relevant out-of-scope Manager.
  - 2.1.2 Where a complaint involves a student as complainant and an employee as respondent, Human Resources will collaborate with Student Services in the execution of the relevant procedures while maintaining ownership as per 2.1.1.
- 2.2 The responsible parties (as outlined above) will contact the complainant within 5 working days of receipt of the complaint to discuss the circumstances and outline next steps.
  - 2.2.1 The out-of-scope manager, in consultation with the HR consultant, will determine if an investigation will occur. Any investigation taking place shall ensure procedural fairness for all parties involved.
  - 2.2.2 Where appropriate, alternate informal resolution options to an investigation may be discussed with/offered to the complainant, including mediation or other facilitated, restorative processes.

## **3.0 Discipline**

- 3.1 Discipline for employees will be administered in accordance with the disciplinary clauses of the various collective agreements, if applicable.
- 3.2 Subject to the terms of any applicable collective bargaining agreement, discipline of employees may include one or more of the following:
  - 3.2.1 written warning
  - 3.2.2 suspension without pay
  - 3.2.3 dismissal

## **4.0 Withdrawal of Complaint**

- 4.1 The complainant may request the withdrawal of the complaint at any time prior to the investigation being concluded, although Sask Polytech has the discretion to proceed with an investigation even if withdrawn by the complainant.
- 4.2 The out-of-scope manager, in consultation with the HR consultant, will determine whether an investigation will continue.

## **5.0 Supports Available**

- Student Resources** can be found on the Student Services site of mySaskPolytech and include:
- Accessibility Services

- Counselling Services
- Health Services
- Student Relations Office

[Learn More](#)

**Employee Resources** can be found on the Human Resources site of mySaskPolytech and include:

- Homewood Health contact line (1-800-663-1142) available 24 hours a day, 7 days a week
- [www.homeweb.ca](http://www.homeweb.ca) where you can access a complete range of options, supports and resources.
- In addition to EFAP, our extended health plan covers the services of a legally licensed clinical psychologist and social worker up to a combined maximum of \$1,000 per calendar year for each person.
- Respect in the Workplace Certification training
- Canada Life Workplace Strategies for Mental Health
- The Working Mind Workshops

[Learn More](#)

**Health, Safety & Security Resources** are accessible by clicking their logo on the mySaskPolytech heading, and include:

- Campus Safety & Security contact numbers
- Safe Walk information
- Threat Assessment guidance

[Learn More](#)