



POLICY AND PROCEDURE STATEMENT

SUBJECT: Code of Conduct	CATEGORY: Human Resources	NO. 703
--	---	-----------------------

PREAMBLE

The purpose of this policy is to document our core values, core competencies, and principles of conduct, thereby helping to ensure we continue to meet the expectations others have of us and we have of ourselves.

This policy applies to all members of the Saskatchewan Polytechnic community including, but not limited to, Saskatchewan Polytechnic management, employees, contractors, consultants, agents, student association personnel, and volunteers (collectively referred to herein as “the Saskatchewan Polytechnic community”). Saskatchewan Polytechnic board of directors are governed by *The Saskatchewan Polytechnic Act* and Saskatchewan Polytechnic’s Bylaw No. 1, and Saskatchewan Polytechnic students are governed by the Student Conduct policy 1211.

POLICY

The Saskatchewan Polytechnic Code of Conduct requires members of the Saskatchewan Polytechnic community to conduct themselves in accordance with:

- Saskatchewan Polytechnic core values;
- Saskatchewan Polytechnic core competencies;
- Saskatchewan Polytechnic principles of conduct;
- Saskatchewan Polytechnic policies and procedures, particularly those referenced in the attached appendix; and,
- The articles of any applicable collective agreement, employment contract or contract for the provision of goods or services.

Other codes of conduct or standards of practice or licensure that serve to guide applicable members of the Saskatchewan Polytechnic community are viewed as supplemental to this policy

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 1 of 10 #703
-------------------------------------	--------------------------------------	--	-----------------------------

Members of the Saskatchewan Polytechnic community must conduct themselves in accordance with the Saskatchewan Polytechnic Code of Conduct when acting on Saskatchewan Polytechnic's behalf including, but not limited to:

- the performance of duties as detailed in a position description, collective agreement, employment contract, or contract for the provision of goods and services;
- at Saskatchewan Polytechnic-related functions, including extracurricular activities;
- in the course of work-related functions outside of Saskatchewan Polytechnic;
- when creating, sharing, exchanging or participating in social media;
- at work-related conferences or training sessions; and
- during work-related travel.

Members of the Saskatchewan Polytechnic community who behave in a manner inconsistent with its values, competencies, principles of conduct, policies and procedures, and collective agreements may be subject to disciplinary action. Discipline, when necessary, will be undertaken in accordance with the articles of any applicable collective agreement, employment contract, any binding or implied agreement, contract for the provision of goods and services, or in accordance with Saskatchewan Polytechnic Policy 506-G.

Newly hired employees must acknowledge that they have read and understood the Code of Conduct and several important policies that also govern our conduct. These "Core Policies" are:

- Harassment 601-G
- Violence 604
- Appropriate Use of Information Technology Services 801

All employees must reaffirm their personal commitment to the Code of Conduct and the "Core Policies" on an annual basis through acknowledgement of the electronic reminder.

Employees should familiarize themselves with Saskatchewan Polytechnic policies, in addition to the core policies referenced above, to ensure they understand their rights and obligations and to meet requirements determined by their supervisor.

DEFINITIONS

SASKATCHEWAN POLYTECHNIC CORE VALUES

The core values are intended to guide the Saskatchewan Polytechnic community when acting on Saskatchewan Polytechnic's behalf. Our core values are:

Respect

We care about one another and about our workplace. We foster an open and inclusive environment that embraces diverse cultures, heritages and opinions; we learn, work and support each other as one team.

Integrity

We are committed to being accountable and transparent. We are honest with one another. We hold ourselves to high standards of ethical behavior and take responsibility for our actions.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 2 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

Sustainability

We work, live and learn in a socially and environmentally responsible manner. We support the health, safety and overall well-being of our students, employees and partners. We are conscientious stewards of our resources and continuously look for entrepreneurial and creative ways to strengthen and improve our organization. These considerations underline all our actions, behaviours and decisions.

Excellence

We go above and beyond what is normally expected to achieve excellence in our teaching, in our programming, in our learning and in our services. We accomplish this by maintaining high standards, strong competencies, committed partnerships and by being responsive and accessible.

SASKATCHEWAN POLYTECHNIC CORE COMPETENCIES

Our core competencies enable the Saskatchewan Polytechnic community to enhance Saskatchewan Polytechnic's reputation by achieving and maintaining the highest standards of conduct. Our core competencies are:

Communication

An ability to communicate effectively in a wide variety of situations including: face-to-face, by telephone, through technology, and in writing.

Client Focus

Provision of a consistently high level of client service by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

Teamwork and Collaboration

The ability to effectively collaborate on projects and achieve optimal results by working both as a member of a team and with individuals throughout the organization.

Knowledge and Expertise

The ability to make use of the skills, knowledge, and professional proficiencies required by the position, and the use of this expertise to serve the objectives of both the department and organization as a whole.

Valuing Diversity

The ability to promote a workplace where diversity is welcomed, valued, and expressed in ancestry, thought, and practice.

SASKATCHEWAN POLYTECHNIC PRINCIPLES OF CONDUCT

Our principles of conduct provide guidance to the Saskatchewan Polytechnic community, allowing them to create a workplace environment which demonstrates and fosters professionalism. They provide a framework for doing the right thing based on sound principles, good character, and respectful treatment of others. Our principles of conduct are:

Diligence

Acting on Saskatchewan Polytechnic's behalf as we would wish someone to act on our behalf; applying energetic effort, showing due diligence, promoting Saskatchewan Polytechnic's legitimate interests, and displaying loyalty.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 3 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

Respect

Acting in a manner which demonstrates respect for the human rights and dignity of others, for human health and safety, and the protection of privacy.

Integrity

Doing the right thing; acting in a trustworthy manner, and keeping our commitments.

Fairness

Conducting ourselves with impartiality, free from prejudice or bias, and avoiding favouritism.

Transparency

Respect for truth, commitment to the timely disclosure of information, and accuracy in the recording of transactions.

Accountability

Willingness to assume responsibility for our actions, our work, and our impact on others.

Appendix A contains a detailed description of each of our six principles of conduct together with a list of Saskatchewan Polytechnic policies relevant to each.

PROCEDURES

Our core values, core competencies, principles of conduct, policies and procedures, and collective agreements serve to guide the judgment and conduct of the Saskatchewan Polytechnic community. However, situations may arise where the best course of action is not obvious. If you find yourself in an unclear situation, you should ensure what you are proposing to do:

- is legal, safe, appropriate, and reasonable;
- aligns with Saskatchewan Polytechnic core values, core competencies, standards of conduct, policies and procedures, and collective agreements;
- reflects how you would want to be treated in similar circumstances; and
- does not jeopardize Saskatchewan Polytechnic's reputation.

If doubt remains as to the appropriate course of action and further guidance is required, speak to a colleague, a supervisor, or the individual who contracted with you to provide goods or services.

If you become aware of a member of the Saskatchewan Polytechnic community whose conduct does not align with the requirements of this policy, you are responsible to bring your concern to the attention of the community member directly and/or report your concern to the appropriate Saskatchewan Polytechnic supervisor or the individual who contracted with you to provide goods or services. Saskatchewan Polytechnic will take steps to help ensure that any member of the Saskatchewan Polytechnic community who comes forward in good faith to report suspected violations of this Code of Conduct is protected from any form of retaliation.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 4 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

APPENDIX A

PRINCIPLES OF CONDUCT

1.0 DILIGENCE

According to employment law, every employee has a fiduciary responsibility to their employer. This means that while you are entrusted to act on Saskatchewan Polytechnic's behalf in carrying out your duties, you must do so in a manner that clearly and unequivocally promotes the best interests of Saskatchewan Polytechnic and the clients it serves. We should act for Saskatchewan Polytechnic as we would wish someone to act on our behalf.

Key elements in demonstrating this principle include:

1.1 Energetic Effort

The Saskatchewan Polytechnic community will:

- show due diligence in any transactions we undertake in Saskatchewan Polytechnic's name;
- exercise due diligence in identifying and considering all risks prior to taking an action;
- be active in ensuring we have the skills and attributes we require to act effectively;
- familiarize ourselves with Saskatchewan Polytechnic policies and procedures including collective agreements; and,
- be aware of and obey any laws or regulations which relate to our duties.

1.2 Loyalty

The Saskatchewan Polytechnic community will:

- promote Saskatchewan Polytechnic's legitimate interests, including the protection of its reputation;
- not personally benefit at the expense of Saskatchewan Polytechnic;
- avoid bringing Saskatchewan Polytechnic into disrepute; and,
- avoid acting against Saskatchewan Polytechnic's best interests.

Relevant policies may include:

Appropriate Use of Information and Technology Services 801
Conflict of Interest 704
Entertainment & Hospitality Expenses 403
Faculty Preparation and Development 108
Fleet Vehicle Usage 1001
Gift Acceptance 202-G

Management Authorities Grid 504-G
Procurement 1002
Policy Development and Administration 506-G
Use of Saskatchewan Polytechnic Equipment and Resources 303
Use of Saskatchewan Polytechnic Facilities and Grounds 304

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 5 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

2.0 RESPECT

Saskatchewan Polytechnic achieves results by working with others to engage, support, and inspire action. We are deeply committed to building relationships and authentic partnerships, and pursue these goals through doing the right thing and dealing with people in a respectful manner. Saskatchewan Polytechnic values diversity of all kinds and the richness it brings to decision making. It is imperative, therefore, that all those with whom we come in contact feel respected, valued, and free to contribute.

Key elements in demonstrating this principle include:

2.1 Dignity and Human Rights

The Saskatchewan Polytechnic community must respect the dignity and human rights of all those people with whom they come in contact. As such we will:

- adopt work practices which do not expose others to humiliation or indignity or undermine their inherent value as human beings;
- anticipate the possible negative impacts of our words and actions on others. Conduct which harms, degrades, insults, injures, embarrasses, or interrupts others will not be tolerated;
- recognize the freedoms, right to justice, and right to equality before the law of all individuals as provided for in Canadian and Saskatchewan law; and,
- assist in the creation and maintenance of work and study environments in which, where appropriate, the contributions of all are solicited and valued.

2.2 Health and Safety

The Saskatchewan Polytechnic community must act in a manner that demonstrates respect for human health and safety. As such we will:

- conduct ourselves so as to protect others from avoidable injury and illness;
- not use violence, including threats, intimidation, or the intentional infliction of emotional distress in others; and,
- assist in the creation of work and study environments that are not only free of violence and fear, but open and positive.

2.3 Confidentiality and Privacy

The Saskatchewan Polytechnic community must only utilize personal information under their control for the purposes for which the information was collected or created. Employees must not reveal or request personal information except in accordance with freedom of information and protection of privacy principles as set out in The Local Authority Freedom of Information and Protection of Privacy Act, or any other relevant Canadian and Saskatchewan law.

Relevant policies may include:

Confidentiality of Personal Information & Records of Applicants and Students 1204

Employee Complaints 706

Ethics of Research Involving Human Participants 1102-G

Harassment 601-G

Health and Safety 602

Reasonable Accommodation 712-G

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 6 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

3.0 INTEGRITY

Saskatchewan Polytechnic is committed to doing the right thing based on sound principles and good character. Integrity is fundamental to good character and in doing the right thing. We will maintain a high standard of professional and personal integrity to the interactions we undertake on behalf of Saskatchewan Polytechnic. We should always act in a manner which enhances or maintains our reputation for integrity.

Key elements in demonstrating this principle include:

3.1 Trustworthiness

The Saskatchewan Polytechnic community must be trustworthy, and as such we will:

- safeguard Saskatchewan Polytechnic resources including supplies, equipment, facilities, data, information, and money;
- ensure Saskatchewan Polytechnic resources are not misused, misappropriated, embezzled, or stolen;
- use the authority granted to us by Saskatchewan Polytechnic only for the purposes for which it was given; and,
- avoid situations in which our judgment or impartiality might result in actual or apparent conflicts of interest through the acceptance of gifts or other considerations.

3.2 Commitment and Obligations

The Saskatchewan Polytechnic community will:

- keep our professional and collective agreement obligations;
- carry out our promises and fulfill our contracts;
- disclose to those impacted as soon as possible when a commitment cannot be kept.

Relevant policies may include:

Applied Research Integrity 1101
Appropriate Use of Information and Technology Services 801
Conflict of Interest 704

Entertainment & Hospitality Expenses 403
Faculty Preparation and Development 108
Fleet Vehicle Usage 1001
Gift Acceptance 202-G
Intellectual Property 109
Management Authorities Grid 504-G
Procurement 1002
Prospect Management 203
Sponsorship and Advertising 204-G
Trust and Endowment Management 205
Use of Copyrighted Materials 117

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 7 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

4.0 FAIRNESS

The Saskatchewan Polytechnic community will deal fairly with all those with whom they come into contact. We will conduct ourselves with impartiality, free from prejudice or bias, and avoid favouritism.

Key elements in demonstrating this principle include:

4.1 Equity and Equality of Treatment.

Saskatchewan Polytechnic applies fairness in two ways:

One standard is that of equity. The goal of equity is to ensure equality of outcomes through the accommodation of differences. The equity standard goes beyond treating people alike. The equity standard of fairness must be applied when dealing with matters involving diversity and the provision of employment and educational opportunities.

A second standard is equality of treatment. It is a standard of fairness which requires employees to treat people alike. In most situations, treating people alike (and respectfully) will result in fairness, whereas treating people differently, for no defensible reason, will result in favouritism.

4.2 Procedural Fairness

The Saskatchewan Polytechnic community will practice procedural fairness by:

- ensuring our working procedures are fair, unbiased, and do not result in favouritism;
- generally talking first to the person whose conduct we may question;
- recognizing that gossip and exclusion will only worsen a situation, create distrust, and result in an unhealthy work environment;
- ensuring that investigations of conduct follow the principles of due process and natural justice. At a minimum, this requires that anyone accused of wrongdoing should know the allegations made against them and be given a full opportunity to respond.

Relevant policies may include:

Donor Recognition 201
Education and Employment Equity 705-G
Employee Complaints 706
Harassment 601-G
Management Authorities Grid 504-G
Procurement 1002
Reasonable Accommodation 712-G

5.0 TRANSPARENCY

The Saskatchewan Polytechnic community will engage in honest and focused consultation and promote the open exchange of ideas. Concern for accuracy, respect for truth, and commitment to the timely

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 8 of 10 #703
---------------------------------	----------------------------------	--	-------------------------

disclosure of information enables wise decision making, promotes dignity and respect, enhances integrity, and prevents corruption. Fraud, deceit, and the deliberate withholding of material information builds mistrust and is destructive to the collective decision making and actions required for us to achieve our goals.

Key elements in demonstrating this principle include:

5.1 Truth

Subject only to legal and competitive constraints, the Saskatchewan Polytechnic community will:

- be honest and respect the truth in all of our activities while acting on Saskatchewan Polytechnic’s behalf;
- ensure our communications with others are honest, frank and sincere. Deception destroys personal integrity and limits the capacity for wise decision making;
- ensure all documents created in the course of work clearly and accurately represent the facts, and reflect the true nature of the activity that gave rise to the document.

5.2 Timely and Accurate Disclosure of Information

The Saskatchewan Polytechnic community will share information when and if appropriate and in compliance with all applicable legal and collective agreement requirements and Saskatchewan Polytechnic policies and procedures. Knowingly withholding important information is a form of deceit. Timely and accurate disclosure of information includes, but is not limited to:

- providing reasonable notice of operational changes likely to impact others; and,
- disclosing potential conflicts of interest to our supervisor in situations where our personal interests may conflict with the interests of Saskatchewan Polytechnic.
- exercising due concern for accuracy when recording transactions

Relevant policies may include:

- Conflict of Interest 704
- Ethics of Research Involving Human Participants 1102-G
- Gift Acceptance 202-G
- Intellectual Property 109
- Management Authorities Grid 504-G
- Reasonable Accommodation 712-G

6.0 ACCOUNTABILITY

The attainment of Saskatchewan Polytechnic’s Mission, Vision and Values require both organizational and individual accountability. This is achieved when the Saskatchewan Polytechnic community, individually and collectively, acts to promote the timely accomplishment of the organization’s goals. Accountability at the individual level begins with the interest and the willingness to assume responsibility for our actions and work.

A key element in demonstrating this principle is:

6.1 Ownership/Responsibility

<p>Approved by: President & CEO</p>	<p>Sponsored by: Human Resources</p>	<p>Current Issue Date: January 6, 2016</p>	<p>Page 9 of 10 #703</p>
---	--	--	----------------------------------

The Saskatchewan Polytechnic community will take personal responsibility for their conduct, obligations, and choices. As such it is important that we:

- fully understand our job-related accountabilities;
- use Saskatchewan Polytechnic’s values, principles of conduct, core competencies, policies and procedures, and collective agreements to guide and judge our own behaviours;
- identify errors or omissions when they occur;
- be aware of the impact of our behaviour on others, make necessary corrections, and take steps to minimize the damage done;
- contribute to making the Saskatchewan Polytechnic work environment positive and one that embraces continuous improvement; and,
- demonstrate leadership qualities appropriate to our role.

RELATED POLICIES/DOCUMENTS

Applied Research Integrity 1101
Appropriate Use of Information and Technology Services 801
Conflict of Interest 704
Entertainment & Hospitality Expenses 403
Faculty Preparation and Development 108
Fleet Vehicle Usage 1001
Gift Acceptance 202-G
Harassment 601-G
Intellectual Property 109
Management Authorities Grid 504-G
Procurement 1002
Prospect Management 203
Sponsorship and Advertising 204-G
Trust and Endowment Management 205
Use of Copyrighted Materials 117
Use of Saskatchewan Polytechnic Equipment and Resources 303
Use of Saskatchewan Polytechnic Facilities and Grounds 304

APPLICABLE LEGISLATION OR REGULATIONS

The Occupational Health and Safety Regulations, 1996
The Saskatchewan Employment Act
The Saskatchewan Human Rights Code
The Saskatchewan Polytechnic Act

AMENDMENT HISTORY

1. Original issue date: June 1, 2010
2. Revision dates: January 6, 2016
3. Scheduled review date: January 6, 2021

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: January 6, 2016	Page 10 of 10 #703
---------------------------------	----------------------------------	--	--------------------------