



## POLICY STATEMENT

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>	Issue or 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 [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to document Saskatchewan Polytechnic's (Sask Polytech) core values, core competencies and principles of conduct, thereby ensuring we meet the expectations others have and we have of ourselves.

### SCOPE

This policy applies to all members of the Sask Polytech community including, but not limited to, Sask Polytech employees, contractors, consultants, agents, student association personnel, and volunteers (collectively referred to herein as "the Sask Polytech community"). Sask Polytech board of directors are governed by *The Sask Polytech Act* and Sask Polytech's Bylaw No. 1, and Sask Polytech students are governed by the Student Conduct (Non-Academic) policy 1211b.

### GUIDING PRINCIPLES

Sask Polytech's reputation and success depend upon the decisions and actions of our community. Every action we take should honour our values and be in full compliance with the law and our policies.

### POLICY

The Code of Conduct requires members of the Sask Polytech community to conduct themselves in accordance with:

- Sask Polytech core values
- Sask Polytech core competencies
- Sask Polytech principles of conduct
- Sask Polytech policies and procedures
- 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 Sask Polytech community are viewed as supplemental to this policy.

Members of the Sask Polytech community must conduct themselves in accordance with the Sask Polytech Code of Conduct when acting on Sask Polytech'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 Sask Polytech-related functions, including extracurricular activities.
- During work-related functions outside of Sask Polytech.
- When creating, sharing, exchanging or participating in social media.
- At work-related conferences or training sessions.
- During work-related travel.

Members of the Sask Polytech 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 or contract for the provision of goods and services.

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:

- Appropriate Use of Information Technology Services 801
- Harassment Prevention and Response 601
- Sexual Violence Prevention and Response 605
- Violence Prevention and Response 604

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.

All employees should complete the Respect in the Workplace program available through the Human Resources site.

Employees are expected to familiarize themselves with Sask Polytech 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.

### **Complaints**

If a member of the Sask Polytech community becomes aware of conduct that does not align with the requirements of this policy, it is Sask Polytech's expectation that members of the Sask Polytech community raise their concern with an appropriate party. 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.

Raising a conduct-related concern can be done formally or informally. The complaint process is outlined in the Procedures of this policy.

Sask Polytech will take steps to help ensure that any member of the Sask Polytech community who comes forward in good faith to report suspected violations of this Code of Conduct is protected from retaliation.

If a complaint is found to be frivolous, or initiated for vexatious or malicious purposes, it may result in disciplinary action against the complainant, up to and including termination for an employee. Disciplinary action for a student will be governed by the Student Code of Conduct (Non-Academic) #1211b.

Subject to its obligations at law, including (but not limited to), privacy legislation, disclosure obligations and procedural fairness, confidentiality will be maintained throughout the investigation to the fullest extent possible in order to protect the interests of the complainant, the respondent and any others who may report incidents of inappropriate behavior. If there is an inappropriate breach of confidentiality during an investigation, a subsequent investigation may arise and disciplinary action may be taken.

## **DEFINITIONS**

### **Complainant**

Any person(s) who pursuant to this policy alleges they have been subjected to or witnessed misconduct on the part of another member of the Sask Polytech community.

### **Core Values**

The core values are intended to guide the Sask Polytech community when acting on Sask Polytech'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, and 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.

#### **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.

### **Core Competencies**

Our core competencies enable the Sask Polytech community to enhance Sask Polytech'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. Examples include 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 business goals of both the department and the institution as a whole.

### **Valuing Diversity**

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

### **Misconduct**

Conduct that is considered unacceptable or improper or which otherwise does not align with expectations outlined in our Code of Conduct.

### **Principles of Conduct**

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

#### **1.0 Diligence**

According to employment law, every employee has a fiduciary responsibility to their employer. This means that while they are entrusted to act on Sask Polytech's behalf in carrying out their duties, they must do so in a manner that clearly and unequivocally promotes the best interests of Sask Polytech and the community it serves.

Key elements in demonstrating this principle include:

##### **1.1 Energetic Effort**

The Sask Polytech community will:

- Show due diligence in any transactions we undertake in Sask Polytech'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 Sask Polytech policies and procedures including collective agreements.
- Be aware of and obey any laws or regulations which relate to our duties.

##### **1.2 Loyalty**

The Sask Polytech community will:

- Promote Sask Polytech's legitimate interests, including the protection of its reputation.
- Not personally benefit at the expense of Sask Polytech.
- Avoid bringing Sask Polytech into disrepute.
- Avoid acting against Sask Polytech's best interests.

#### **2.0 Respect**

Sask Polytech 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. Sask Polytech 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 Sask Polytech community must respect the dignity and human rights of all 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 federal and provincial government law; and
- Create and maintain work and learning environments where contributions are solicited and valued.

## **2.2 Health and Safety**

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

- Conduct ourselves to protect others from avoidable injury and illness.
- Do not use violence, threats, intimidation or inappropriate hostility on others.
- Create work and learning environments that are open and positive, free of violence and fear.

## **2.3 Confidentiality and Privacy**

The Sask Polytech 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.

## **3.0 Integrity**

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

Key elements in demonstrating this principle include:

### **3.1 Trustworthiness**

The Sask Polytech community must be trustworthy. Such we will:

- Safeguard Sask Polytech resources including supplies, equipment, facilities, data, information and money.
- Ensure Sask Polytech resources are not misused, misappropriated, embezzled or stolen.
- Use the authority granted to us by Sask Polytech only for the purposes it was intended.
- Avoid situations in which our judgment or impartiality might result in actual or perceived conflicts of interest through the acceptance of gifts or other considerations.

### **3.2 Commitment and Obligations**

The Sask Polytech 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 circumstances prevent us from carrying out these obligations.

## 4.0 Fairness

The Sask Polytech 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.

Sask Polytech applies fairness in two ways:

One element is equity. The goal of equity is to ensure equality of outcomes through the accommodation of differences. The principles of equity must be applied when dealing with matters involving diversity and the provision of employment and educational opportunities.

A second element 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 Fair Processes

The Sask Polytech community will ensure processes are fair by:

- Ensure 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.

## 5.0 Transparency

The Sask Polytech 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 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 to legal and competitive constraints, the Sask Polytech community will:

- Be honest and respect the truth in our activities while acting on Sask Polytech'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 Sask Polytech community will share information when and if appropriate and in compliance with all applicable legal and collective agreement requirements and Sask Polytech policies and

procedures. Knowingly withholding important information is a form of deceit. Timely and accurate disclosure of information includes, but is not limited to:

- Provide reasonable notice of operational changes likely to impact others.
- Disclose potential conflicts of interest to our supervisor in situations where our personal interests may conflict with the interests of Sask Polytech.
- Exercise due concern for accuracy when recording transactions.

## **6.0 Accountability**

The attainment of Sask Polytech's Mission, Vision and Values require both organizational and individual accountability. This is achieved when the Sask Polytech 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**

The Sask Polytech 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 Sask Polytech'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 Sask Polytech's working and learning environment one where everyone belongs and thrives and can positively contribute.
- Demonstrate leadership qualities appropriate to our role.

### **Procedural Fairness**

Procedural Fairness includes the right to a fair process, including being made aware of the complaint, having the opportunity to be heard by an unbiased decision-maker, and the right to know the reasons for the decision. The student or employee also has the right to have a support person present at any stage of the process.

### **Respondent**

Any person(s), against whom an allegation of misconduct has been made pursuant to this policy.

### **RELATED POLICIES/DOCUMENTS**

Appropriate Use of Information Technology 801

Conflict of Interest 704

Harassment Prevention and Response 601

Sexual Violence Prevention and Response 605

Violence Prevention and Response 604

### **APPLICABLE LEGISLATION OR REGULATIONS**

*The Occupational Health and Safety Regulations*

*The Saskatchewan Employment Act*

*The Saskatchewan Human Rights Code, 2018*

*The Saskatchewan Polytechnic Act*