



College Policy & Procedures Manual	
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Policy #	1.1.5 Code of Ethics

## 1.1.5 Code of Ethics

### POLICY

College of the Rockies strives to provide a workplace which supports excellence in education and an environment in which employees are proud to work. To achieve these goals all employees will be accountable for their actions and must act in an honest and ethical manner at all times.

### PURPOSE

The College of the Rockies Code of Ethics outlines the principles and values that guide the conduct of all employees of the College and honour the preservation and protection of fundamental human rights.

Underlying the code is a belief that each employee has a right to dignity and respect.

By supporting and abiding by this Code, College of the Rockies employees will demonstrate by their behaviour that they have concern for students, other employees and the community at large.

### SCOPE

- This policy applies to all employees of the College of the Rockies with the exception of Section H, Post-Employment Restrictions for Senior Executives.
- This Policy does not interfere with the rights and obligations specified in the collective agreements governing employees of the College of the Rockies, and where there is an inconsistency between a collective agreement and this Policy, the collective agreement shall prevail to the extent of the inconsistency.

### DEFINITIONS

*Conflict of Interest:* Allowing another interest, including a monetary interest, to interfere with responsibilities owed to the College. This includes self-interest, any interests of a friend, extended family member or business associate, corporation, partnership, or a person owed an obligation.

## GUIDELINES

### A. Principles:

The College of the Rockies supports the following principles:

#### A.1 Fairness

In our relationships with others, we strive to be fair and just in our decisions and actions. To provide fair and just treatment, we carefully weigh the circumstances and variables linked with any decision and make the best attempt to be consistent and equitable.

*Examples of the values emanating from this principle:*

- All hiring and promotion is fair and just.
- Student evaluation is objective.
- Workload is equitably distributed.
- Appropriate access and support is provided for students, clients and employees.

#### A.2 Honesty

We can achieve an open working and learning environment when we feel secure enough to provide honest commentary about the operation and management of the organization. From our work in the classroom to the delivery of administrative and support services, we strive to encourage an honest climate that serves the interests of the institution and protects the well-being of all individuals.

*Examples of the values emanating from this principle:*

- Truthfulness with other employees and students is demonstrated.
- Accurate accounts of the College are given.
- Internal and external communication is complete.

#### A.3 Professional Integrity

In educating students, we strive to act in their best interests. As a community dedicated to providing education, we demonstrate professional integrity and exemplary behaviour in all that we do in and for the College.

*Examples of the values emanating from this principle:*

- The Mission and Values Statements of the College are supported. - see Mission Statement or Values Statements
- Conflict of interest is avoided.
- The professional autonomy of fellow employees is respected.
- Self-evaluation and personal/professional development is expected.

#### A.4 Respect

We demonstrate a high regard for the rights and opinions of others. It is our responsibility to establish a climate of mutual respect; to protect the rights and freedoms of others; and to be discreet in dealing with confidential matters.

*Examples of the values emanating from this principle:*

- Students and fellow employees are treated with consideration.
- Collegiality is encouraged.
- The privacy and confidentiality of all students and employees is safeguarded.
- The diversity of all people and their uniqueness is respected.
- A work and study environment free from discrimination and harassment is promoted.

#### A.5 Trust

A healthy organization is built on trust. The development of trust relies on our ability to recognize threats to the psychological and/or physical safety of others and to eliminate these threats by treating others equitably, fairly, and in a non-exploitive manner. We strive to provide a secure learning and work environment.

*Examples of the values emanating from this principle:*

- The power inherent in positions is not exploited.
- The competence and integrity of fellow employees is assumed.
- The safety of the College environment is ensured.
- The College's mandate of public service is promoted.

#### B. Standards of Conduct

Employees are expected to treat others in the same way they would like to be treated.

Employees are expected to become familiar with and abide by the College's policies, and procedures/instructions that affect their work.

Employees are expected to engage in an open dialogue to encourage a positive working environment. If they have been treated unfairly, they should discuss their problems with the appropriate supervisor and/or appropriate employee advocate.

Employees are the custodians of the assets of College of the Rockies and have a responsibility to administer them to the benefit of the citizens of British Columbia.

Employees are encouraged to act as an extension of the College's promotional and marketing efforts and are relied upon to display personal professionalism through honest and open communication.

Employees shall exercise care and accuracy, particularly in accounting for all funds received or expended.

Employees who have reason to believe that there exists an alleged contravention of the law, a waste of public funds or assets, or a danger to public safety, shall bring the matter to the attention of the President, either directly or through normal supervisory channels.

Employees shall refrain from making commitments on behalf of the College either for the acquisition of, or provision of, goods and services unless authorized to do so.

Employees shall abide by College (Board Transfer) Policy 3.2.8 Principles of Financial Conduct

Employees shall not give out information received through their position that is not available to the general public unless prior authorization is given. This continues to apply to employees after they have left COTR.

Employees shall abide by the *Freedom of Information and Protection of Privacy Act* and COTR Procedures 3.4.1 Freedom of Information & Protection of Privacy

Employees shall avoid intimate relations with other members of the College community where power is not equal.

### C. Conflict of Interest

Employees shall keep their role as private citizens separate and distinct from their responsibilities to the public and avoid conflict of interest situations.

Employees shall not place themselves in situations where they are obligated or obliged to any person or organization that might benefit from or seek to gain special consideration or favor. The honesty and impartiality of employees must be above suspicion.

Employees shall arrange their private affairs in a manner that will prevent any conflicts or perceived conflicts of interest from arising. They shall not give preferential treatment to relatives or friends or to any organization in which they or their relatives have an interest, financial or otherwise.

Employees shall exercise care in the management of their private affairs so as not to benefit or be perceived by the public to benefit from:

- the use of information acquired solely by reason of their appointment or employment;  
or
- any college transaction which involves decisions over which they have influence, such as investments, borrowings, purchases, sales, contracts, grants, regulatory or discretionary approval and appointments.

#### C.1 Employee Declaration of Possible Conflict of Interest

All employees of the College shall declare to their supervisor, any potential conflict of interest. The employee's declaration shall be in a written statement to the supervisor, with a copy to the Director of Human Resources.

## C.2 Outside Remuneration

Employees may engage in employment with another employer, carry on a business, or receive non-college funds for personal activities, provided that the employment, business or activity:

- does not interfere with the performance of their duties as College employees;
- does not bring the College into disrepute;
- does not represent a conflict of interest as stated in these procedures;
- is not performed in such a way as to appear to be an official act or to represent College opinion or policy; and/or
- does not involve the use of College premises, services, equipment, information or supplies except as provided in College policy/procedures.

## D. Entertainment, Gifts and Favours

It is essential to fair business practices that all those who associate with the College of the Rockies, as suppliers, contractors or employees, be treated fairly and without favouritism.

Entertainment, gifts and favours may be accepted or offered by employees in the normal exchanges common to, and generally accepted in, established business relationships. An exchange of entertainment, gifts or favours must create no sense of obligation. The following criteria should be used as a guide:

- the transaction must be lawful;
- the entertainment, gift or favour is modest and would be considered by the business community to be within the bounds of propriety and local ethical standards taking into account all of the circumstances of the occasion;
- the exchange does not, nor is it expected to, create an obligation;
- it occurs infrequently; and
- the entertainment, gift or favour is not used for financial gain by the employee, their family or their relatives.

Employees and their family or relatives shall not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the College of the Rockies

Similarly, no employee shall offer or solicit entertainment, gifts or favours in order to secure preferential treatment for themselves or the College of the Rockies.

Under no circumstances shall employees offer or receive cash, preferred loans, securities, or commissions in exchange for preferential treatment. Any employee experiencing or witnessing such an offer shall report the incident to their Designated Supervisor immediately.

Inappropriate gifts received by employees shall be returned to the donor.

There must be full and immediate disclosure to the employee's Designated Supervisor in all cases where there is uncertainty about the appropriateness of entertainment, gifts or favours and the direction of the Designated Supervisor shall be followed.

**E. Public Comment – Unauthorized Representation or Association**

Employees have the right to free speech and free association.

- The College's name shall not be associated with an expression of private opinion. In a public or private presentation or protest, employees shall not leave the impression that they are speaking on behalf of the College or that their position at the College lends validity to their private opinions.
- In a hearing, forum, debate or protest, employees shall make a disclaimer between their opinions and the position of the College.
- Departments of the College shall request approval from the President before entering an association with a special interest group.

Employees shall not use the College logo for private use.

**F. POLITICAL ACTIVITY**

The College of the Rockies employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities.

Employees must not engage in political activities during working hours or use College facilities, equipment, or resources in support of these activities. Nothing in this paragraph is intended to preclude employees from engaging in private, informal discussions regarding political issues

**G. General**

Every College employee has the responsibility to ensure that the *Code of Ethics* provisions are adhered to.

Violation of the College's *Code of Ethics* provisions may result in discipline.

**H. Post-Employment Restrictions for Senior Executives**

***Definitions:***

For the purpose of the post-employment restrictions set out below:

- "Senior Executive" means a person employed by College of the Rockies as President, or Vice President ; and

- “Outside Entity” means a person or entity other than a public sector employer as defined in Section 1 of the *Public Sector Employers Act*.

#### H.1 After Leaving College of the Rockies

The following is a condition of a Senior Executive’s employment with College of the Rockies. If the Senior Executive had a substantial involvement in dealings with an Outside Entity on behalf of College of the Rockies at any time during the year immediately preceding the end of the Senior Executive’s employment with College of the Rockies then, for one year after the end of the Senior Executive’s employment, the Senior Executive must not:

- accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that Outside Entity, or
- provide consulting or other services to that Outside Entity, in connection with its dealings with College of the Rockies.

#### H.2 Reduction of One-Year Limitation

The President, or the College of the Rockies Board of Governors if the Senior Executive is the President, may reduce a Senior Executive’s one-year restriction, upon application, after considering the following:

- the circumstances under which the Senior Executive’s employment ended;
- the Senior Executive’s general employment prospects;
- the significance to College of the Rockies of information the Senior Executive possessed by virtue of the Senior Executive’s position with College of the Rockies;
- the desirability of a rapid transfer of the Senior Executive’s skills to an employer other than College of the Rockies ;
- the degree to which the new employer might gain unfair commercial advantage by hiring the Senior Executive;
- the authority and influence the Senior Executive possessed while employed by College of the Rockies ;
- the disposition of other cases.

The decision of the President, or the Board of Governors if the Senior Executive is the President, on the application to reduce the Senior Executive’s one-year restriction shall be issued in writing within ten (10) working days of receipt of the application.

If the President reduces the one-year restriction for a Vice President, the President shall report the change to the Board of Governors at the next regularly scheduled meeting.