

Policy Name	CODE OF ETHICS		
Policy #	702	Category	HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

Members of the staff of the College shall carry out their professional duties, obligations, and responsibilities with integrity and conduct themselves in accordance with the College’s mission and values, and in accordance with the principles of adult education.

A Code of Ethics is comprised of shared ethics that provide guidance within an interdependent organizational culture. Ethics help to provide structure into and around shared values. A Code of Ethics provides standards for ethical behavior of employees when engaging with learners, clients, co-workers, partners, and the community.

PRINCIPLES

These ethical principles are not intended to replace or provide a substitute for Codes of Ethics applicable to specific professions. College employees, board of governors and elders will adhere to the Code of Ethics outlined below:

- 1. Commitment to Learners/Clients**
 - 1.1 To respect each learner/client
 - 1.2 To encourage the personal and academic growth of each learner/client
 - 1.3 To apprise learners/clients of their rights, obligations, opportunities and risks
 - 1.4 To seek ways to better serve the needs of learners/clients
 - 1.5 To ensure a positive and safe learning environment.
 - 1.6 To refrain from an intimate relationship with a learner/client in which one member has greater authority than the other by virtue of his / her position or control or access to resources
 - 1.7 To refrain from conduct which is harmful to the best interest of learners / clients
 - 1.8 To refrain from physical or sexually abusive conduct
 - 1.9 To maintain learner/client confidentiality

2. Commitment to Co-Workers

- 2.1 To conduct oneself professionally
- 2.2 To act with consideration for the interests, character and reputation of co-workers
- 2.3 To support and assist co-workers
- 2.4 To keep the trust under which confidential information is exchanged
- 2.5 To ensure a positive work environment
- 2.6 To engage in open, honest, and timely communication

3. Commitment to Employer

- 3.1 To follow all contracts as agreed until such contracts are legally terminated
- 3.2 To remain focused on the duties as outlined in job description
- 3.3 To refrain from outside employment or influences which might impair commitment to the College
- 3.4 To refrain from conduct that would reasonably be regarded by the profession and the College as disgraceful, dishonorable or unprofessional
- 3.5 To be responsible for quality service
- 3.6 To be trustworthy, reliable and accountable
- 3.7 To be consistent in the application of College policies
- 3.8 To embrace life-long learning
- 3.9 To practice zero tolerance of harassment as defined in the College policy
- 3.10 To be aware of and involved in policy changes
- 3.11 To follow all terms of the duly negotiated collective agreement
- 3.12 To represent with accuracy professional qualifications, education, experience, or affiliations
- 3.13 To uphold the positive image of the College

4. Commitment to Community

- 4.1 To be a good citizen
- 4.2 To use facilities for purposes consistent with College policy
- 4.3 To protect the educational system from exploitation
- 4.4 To be aware of the negative impact of stereotyping and discrimination
- 4.5 To treat all individuals with dignity and respect, by understanding diversity in culture and individual differences

SCOPE

This policy applies to all employees of the college, including student interns, elders, volunteers, and contractors while participating in College related activities in any location.

DEFINITIONS

N/A

PROCEDURES

N/A

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

[Saskatchewan Regional Colleges Collective Bargaining Agreement](#)

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Anti-Harassment Policy
- Workplace Relationships Policy
- Conflict of Interest Policy