



## **Employee Code of Conduct**

### **Background**

The Employee Code of Conduct details KTCEA's expectations of employees working at its schools and Central Office.

### **Guidelines**

1. Student and employee safety and welfare are our highest priorities
2. Employees must interact with students and co-workers in a manner that is respectful of the dignity and rights of all persons, without prejudice as to race, religious beliefs, color, gender, sexual orientation, gender identity, gender expression, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background, or linguistic background
3. Employees must carry out their duties with honesty, integrity and loyalty
4. Participation in community activities can be of benefit to employees, students, and the community as a whole. Participation is encouraged provided such involvement does not conflict with the employee's responsibilities with KTCEA
5. Employees must not engage in activities that adversely affect the quality of their professional services or reflect poorly on their profession or the reputation of KTCEA
6. Employees must comply with the rules established by the KTC Nations as it relates to activities on KTC territory and in compliance with KTCEA policies and applicable legislation
7. Employees must avoid conflicts of interest in the performance of their duties for KTCEA
8. Under no circumstances shall a KTCEA employee date or have a romantic or sexual relationship with a KTCEA student
9. Employees shall not expose or subject any student to sexual contact, activity, or behaviour, nor expose them to sexually explicit material
10. Employees are required to inform the KTCEA Superintendent if they are charged with or convicted of a criminal offence
11. Employees must work as a team for the benefit of all students
12. Employees shall not disclose confidential information related to KTCEA or its employees to any individual, unless that individual's role with KTCEA requires access to that information, or the employee is legally required to disclose that information. Confidential information is any secret or confidential information about KTCEA, its employees or students, as well as any protected information entrusted to KTCEA by any other person or entity and protected by relevant legislation.

Employees shall not disclose confidential information to any individual about students, unless that individual's role with KTCEA requires access to that information or the employee is legally obligated to divulge that information. Exceptions to this requirement are situations where, in the judgment of the employee, it is in the best interest of the student to disclose the information.

The above requirements extend beyond the term of an individual's employment with KTCEA

13. Employees may not make disparaging comments to any individual about students or other KTCEA staff. This does not prevent an employee from expressing concerns in a complaint or providing information in an incident investigation
14. Employees must cooperate with their supervisor and comply with their directions
15. If an employee is asked to perform duties for which they are not qualified; or if conditions make it unsafe or difficult to perform a task; or when given direction that the employee believes may not align with legal requirements, professional standards, or KTCEA policy; they should discuss their concerns with their supervisor
16. Employees must provide as much notice as possible when they decide to terminate their employment
17. Employees must continue to fulfill their contractual obligations through to the date their employment with KTCEA ends
18. Employees must advise their supervisor of issues/disputes involving other KTCEA employees that they are unable to resolve amicably through discussion with the other party
19. Employees must raise concerns or make complaints about the conduct of other KTCEA employees in adherence with approved channels only, and may not make comments about a co-worker that undermines the ability of that co-worker to perform their duties with KTCEA
20. When an employee makes a complaint about a fellow employee, that complaint must be made in good faith, and without animosity or intent to secure personal advantage from any actions that stem from the complaint
21. An employee who files a complaint about the competence or behaviour of a fellow employee must do so in confidence to the proper KTCEA officials only
22. Only the Superintendent or designated authority may act as an official spokesperson for KTCEA. Employees may not communicate concerns about KTCEA to persons outside of KTCEA without the prior authorization of the Superintendent or his/her designate
23. Employees are expected to exercise timeliness, dress appropriately for their position, and be courteous and respectful in the performance of their duties
24. Employees may not use or be impaired by drugs and/or alcohol while they are performing job-related functions for KTCEA
25. KTC Member Nations exist as sovereign First Nation entities. KTCEA employees residing within Nation communities must conform to the laws and rules established for those communities
26. Some of the communities where KTCEA operates schools, or where employees reside, have restrictions relating to the possession and/or use of drugs and alcohol. Employees are required to comply with those restrictions
27. Corporal punishment (the infliction of physical pain upon a student by an adult) and/or the verbal abuse of students, even in the course of taking disciplinary action or enforcing school policies, is prohibited
28. Equipment, property and supplies owned by KTCEA may be used for authorized purposes only
29. Employees shall protect and care for all KTCEA property entrusted to them including vehicles, cell phones, laptops and any other KTCEA property. If an employee causes

damage through neglect or willfully by other means they will be personally responsible for replacing or repairing the property and may face other disciplinary action

30. Employees shall not engage in retaliatory behaviour against anyone who follows or enforces the procedures of KTCEA

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

Employees who contravene the provisions of this Administrative Procedure are subject to disciplinary action up to and including termination of employment.

#	Procedure	Roles & Responsibilities
1.	Adhering to the guidelines in this Administrative Procedure and other KTCEA Policies, Procedures, and the law Reporting violations or potential violations of the Code of Conduct Guidelines to the appropriate supervisor	Employees
2.	Ensuring compliance with the guidelines detailed in the Code of Conduct Administrative Procedure Informing their direct supervisor of violations of these guidelines Investigating and addressing violations	Supervisors
3.	Supporting supervisors in the interpretation and enforcement of the Code of Conduct Guidelines	Branch Directors
4.	Supporting employees and supervisors in the interpretation of the Code of Conduct Guidelines, including investigating violations as required	Human Resources
5.	Supporting supervisors in the interpretation and enforcement of the Code of Conduct Guidelines	Superintendent/ Deputy Superintendent

**References:**

KTCEA Policy 12 – Human Resources

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Director of Human Resources. The next scheduled update of this Administrative Procedure is April annually.