



**SECTION 1000 – HUMAN RESOURCES  
EMPLOYEE CODE OF CONDUCT**

The Lord Selkirk School Division has high expectations and expects employees to be responsible and productive in carrying out their duties. In the event that an employee is not fulfilling the responsibilities of their position or is in contravention of LSSD procedures/policies, disciplinary action may be warranted.

Every employee of Lord Selkirk School Division (LSSD) is responsible at all times for their professional and ethical conduct. They must conduct themselves with the highest degree of integrity, responsibility, and accountability.

Adherence to the Code of Conduct is a requirement for all LSSD employees and school board trustees. The Code is not intended to replace, but rather complement, existing policies and administrative procedures. Trustees and employees are expected to follow all other policies, administrative procedures, or mandates that affect the unique responsibilities of their position.

**Values for an Ethical and Effective Public Service**

The Code is founded on the values for an ethical public service, as described in Part 2, Sections 4 and 5 of [The Public Service Act](#). These values provide a common framework to guide the public service in serving the public in an ethical manner.

The following are the values for an ethical public service, including some examples of how these values are demonstrated through the actions and behaviours of employees.

**Respect for Others**

- treat others with respect, courtesy, dignity and fairness;
- value the diversity of their fellow employees and the public by being open to the exchange of different perspectives and ideas; and
- treat others equitably and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

**Integrity**

- exhibit honesty, integrity, and consistency in maintaining the highest standards of personal and professional conduct;
- do not conduct yourself in a manner that would reflect adversely on LSSD;
- place public interest over personal interest; and
- handle sensitive information appropriately and discreetly.

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**Accountability**

- serve the needs, interests, and expectations of LSSD;
- show leadership and take responsibility for decisions and actions; and
- be fiscally responsible and focus on the prudent use of public resources.

**Skill and Dedication**

- be open to continual learning and innovation; and
- promote excellence through reflection and improvement.

**Service**

- provide services fairly, reliably and competently;
- focus on quality and outcomes to achieve performance standards; and
- be transparent to enable public scrutiny.

**Collaboration**

- invite teamwork and collaboration to maximize strategic investment in delivering services;
- engage and collaborate with the public to provide the opportunity to inform, develop and implement services; and
- advance reconciliation through concrete and constructive partnerships with Indigenous peoples.

**Innovation**

- be flexible and creative in the delivery of public services so as to adapt quickly and effectively to changes in priorities and needs of the public;
- engage in strategic and predictive decision-making; and
- experiment and measure results to identify opportunities for new responses to complex problems.

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**Sustainability**

- exercise skill and judgement in the use of public resources in delivering services; and
- continually evaluate services to determine if those services are meeting the needs of the public in an efficient and responsive manner.

**Staff Code of Conduct**

**General**

- Employees, in the pursuit of their duties, shall treat students, parents/guardians, colleagues, divisional employees and other members of the community with dignity, respect and consideration;
- Employees shall adhere to their respective negotiated collective agreements. Employees who are exempted from collective bargaining shall adhere to the Agreement between Non-Unionized Employees and Lord Selkirk School Division;
- Employees shall adhere to the approved Policies and Administrative Procedures of Lord Selkirk School Division;
- Lord Selkirk School Division Employees shall conduct their employment responsibilities in an honest and diligent manner;
- Employees shall not engage in any activity of any nature which would conflict with their duty to their employer of which could reasonably be expected to be detrimental to the interest or reputation of Lord Selkirk School Division;
- Private endeavors must not provide the appearance of an opportunity for wrongdoing or unethical conduct;
  - o Private endeavors are all those aspects of an employee’s activity outside those connected with official Lord Selkirk School Division duties;

These include:

- financial interest;
- paid and unpaid activities beyond official duty; and/or
- relationships with third parties who may be employed by the division, doing business with the division and/or seeking employment or benefits from the division.

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- It is recognized that certain employees of the Division may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations. It is not intended that this policy infringe on the said codes of conduct.

**Conflict of Interest**

Employees of Lord Selkirk School Division shall be deemed to be in conflict of interest if they:

- are party to a subsisting contract with the Division other than a contract of employment under which money of the Division is payable or may become payable;
- have a shareholding interest in any private corporation (other than a corporation whose shares are publicly traded) which has a subsisting contract with the Division under which money of the Division is payable or may become payable;
- use information gained through their positions as employees of the Division to gain pecuniary benefit either directly or indirectly; and/or
- disclose information gained through their positions as employees of the Division for the benefit of others.

The above section does not apply if employees have the prior approval of the Division, to enter into a contract with the Division or with persons contracting with the Division.

**Criminal Conduct**

- Employees shall be expected to notify the Superintendent/CEO and Manager of Human Resources of all criminal charges at the time the charge is issued, except for minor traffic violations. The Superintendent/CEO will report such incidents to the Board of Trustees;
- Employees charged with an offence under the Criminal Code of Canada may be suspended from employment dependent on the nature of the offence and its relationship to their duties. Circumstances will dictate whether the suspension is with or without pay;
- Conviction of any criminal offence may result in termination of employment by the Board;
- Upon hiring, applicants will be required to submit a Criminal Record Check and Child Abuse Registry Check.

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**Alcohol and Drug Free Worksites**

- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while on duty or present at the workplace. However, the Division permits the possession or use of prescription and over-the-counter drugs under the following conditions:
  - o any prescription drug in the employee’s possession or used by the employee is prescribed to the employee;
  - o the employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee’s physician; and/or
  - o the use of the prescription or non-prescription drug does not adversely affect the employee’s ability to safely perform their duties or result in impairment.
- Appearance at work while under the influence or impairment of any legal or illegal substance may result in a request to leave the workplace. Violation shall result in appropriate action such as requiring an employee to participate in a drug rehabilitation program, or disciplinary action up to and including immediate suspension and dismissal.

**Gifts and Payments**

- Lord Selkirk School Division employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:
  - o is other than a normal exchange of hospitality between people doing business; and/or
  - o affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Division.

**Misuse of Divisional Property**

- Divisional property including but not limited to vehicles, equipment, tools, supplies and technology shall be used only in the performance of assigned duties and shall not be used for personal benefit;

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- Employees are responsible for exercising all reasonable care to prevent abuse to excessive wear of, or loss of Divisional owned equipment or material entrusted in their care; and
- Principals or managers releasing materials, supplies and/or equipment to staff, are responsible for maintaining an accurate inventory of such items.

**Outside Employment**

- Employees may take supplementary employment, including self-employment, unless such employment:
  - o is performed in such a way as to appear to be an official act or represent an opinion of the Division; and/or
  - o interferes with, influences or affects the performance of duties required from that individual or other employees.
- Employees who author or create, print, non-print, courseware, software or other instructional resource materials are deemed to be the owners of this material only if such materials are developed on the employees own time.

**Nepotism**

- In the employment and assignment of personnel, employees may not be employed in the school or department where their immediate supervisor is a relative;
- Relatives shall be defined as including the spouse, mother, father, grandparents, or grandchildren of the employee or of the spouse, common-in-law of the employee, and the spouse, common-in-law, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee; and /or
- The provisions of this policy may be waived by the Division when the assignment or placement of both relatives is of such a nature that no reasonable alternatives are available.

**Disciplinary Procedures**

Breach of any of the provisions of this procedure shall render employees liable to such disciplinary action, including dismissal, as is deemed to be appropriate.

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