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## Employee Code of Conduct

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Owner:	VP AR
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### **POLICY STATEMENT**

All employees have a responsibility to be loyal to NBCC and are accountable for their actions. They must conduct themselves in such a way as to instill public confidence and trust in the College.

### **PURPOSE**

This policy outlines activities that may be perceived to be a conflict of interest and may not align with NBCC's values of acceptable code of conduct.

### **SCOPE AND LIMITATIONS**

This policy applies to all NBCC employees, subject to clauses specified in current collective agreements. Compliance with this policy is a condition of employment.

### **1.0 DEFINITIONS**

#### **College Resources**

- employees (including students), facilities, equipment, funds, grants, gifts, services, information and technology resources.

#### **Conflict of Interest**

- allowing another interest, especially a monetary interest, to interfere with responsibilities owed to the College. This includes self-interest, any interests of a close friend, extended family member or business associate, corporation or partnership.

#### **NBCC Values**

We know our leadership and success is not only about what we do, but how we do it. We commit to live our purpose. We will make a difference every day with integrity and a common set of VALUES that guide our relationships, our decision making, our action, and our accountability.

We learn together every day about how to better lead the transformation of lives and communities. At NBCC we are all learners and leaders. We know we can make a more significant difference when we learn together.

We learn together to encourage, engage, and inspire.

#### **Technology Resources**

- including but not limited to computing devices, communication devices, hardware, software, applications, storage and other network infrastructure authorized for use by College employees.

## 2.0 IMPLEMENTATION

### 2.1 Conflict of Interest Situations

#### 2.1.1 Compromising Situations

Employees shall conduct themselves in a manner that does not interfere with the College's ability to accomplish its vision or undermine the public's confidence in employees' ability to fulfill their responsibilities. They shall not place themselves in situations where they are obligated or obliged to any person or organization that might benefit or seek to gain, special consideration or favour.

#### 2.1.2 Conflict Between Job Responsibilities and Employees' Personal Lives

- a) Employees are expected to keep their personal lives and their responsibilities as NBCC employees separate, and to avoid conflict of interest or perceived conflicts of interest from arising. They shall not give preferential treatment to members of their immediate families or friends, or to any organization in which they or their relatives have an interest, financial or otherwise.
- b) Relatives will not be assigned to work together where one relative would be required to supervise the other.
- c) Employees shall exercise care in managing their personal affairs so as not to benefit, or be perceived by the public to benefit, from:
  - i. the use of information acquired solely by reason of their appointment or employment; or
  - ii. any college transaction which involves decisions over which they have influence, such as appointments, investments, borrowings, purchases, sales, contracts, grants and regulatory or discretionary approval.
- d) Incidental use of College resources is acceptable but is limited to responsible activity that minimizes disruption of College business. Incidental use is defined as any personal use of College-owned resources that is infrequent and brief and does not:
  - i. cause any significant additional expense to the College,
  - ii. have a negative impact on overall employee productivity,
  - iii. interfere with the normal operations of an employee's department,
  - iv. compromise the College in any way; and/or
  - v. contravene any elements of this policy.

#### 2.1.3 Technology Resources

Acceptable Use of College Technology Resources is governed by the NBCC ISMS Acceptable Use of Technology Resources controlled document.

- Technology resources at NBCC support the educational, instructional, research, and administrative activities of the College and using these resources is a privilege.
- NBCC employees have access to internal and external networks and systems and therefore it is expected that they are used in a responsible, ethical and legal manner by all staff.

#### 2.1.4 Acceptance of Gifts and Other Complementary Items

- a) An employee shall not accept a personal gift, prize, or benefit that arises out of their employment with the College, other than:
  - i. exchange of tokens of hospitality between persons doing business together,
  - ii. normal presentation of gifts to persons participating in public functions,
  - iii. normal exchange of gifts between friends; and/or
  - iv. where the employee has personally purchased a ticket or was otherwise personally eligible to receive a prize.

#### 2.1.5 Outside Remuneration

- a) Employees may engage in employment with another employer and/or operate a business provided that it does not:
  - i. interfere with the performance of their duties as an NBCC employee,
  - ii. bring the College into disrepute,
  - iii. represent a conflict of interest as stated in this policy,
  - iv. have an advantage derived from their employment as an NBCC employee; and/or
  - v. involve the use of College premises, services, equipment, information or supplies.

## 2.2 Confidentiality

Employees and former employees are obligated to keep information confidential that has been received through their positions or offices and that is not available to the general public, unless prior authorization has been given.

## 2.3 Political Activity

**2.3.1** NBCC employees who wish to participate in political activities and actively seek elected office must follow the guidelines below with respect to their political activities while employed with NBCC:

- a) Employees' political activities must be clearly separated from activities related to their employment and employees must be able to retain the perception of impartiality.
- b) Employees must not engage in political activities during working hours or use College facilities, equipment or resources in support of these activities.
- c) Employees shall not directly or indirectly use the authority or official influence inherent in their position to control, modify or otherwise influence the political activities of another employee.
- d) Employees must not, at any time, engage in a political activity in a manner or to an extent that could result in a perception that the employees are not fulfilling the duties and responsibilities of their position impartially or effectively.

**2.3.2** A "politically-restricted employee" means an employee who holds the position of President of NBCC or is an employee who occupies a position in senior management of NBCC.

Politically-restricted employees:

- a) have duties and responsibilities that include providing advice, opinions, proposals, recommendations, analyses or policy options to the Premier, Minister, Executive Council, or to the President of NBCC,
- b) shall not work for, on behalf of or against a candidate for election as a member of any federal, provincial or a registered political party, or be candidates for election as members of the same,
- c) who intend to work for, on behalf of or against a candidate or registered political party, or to be candidates, shall resign their positions effective on or before commencing the work or publicly announcing intentions to run.

**2.3.3** Employees who are not "politically-restricted employees" and intend to run as candidates in federal or provincial elections shall follow the directives set out by NBCC below:

- a) submit a request in writing for a leave of absence without pay to the President or designate before publicly announcing an intention to run, and before filing nomination papers with the returning officer,
- b) the leave of absence shall commence no later than the day on which the employee files the nomination papers with the returning officer,
- c) the leave shall terminate on the 14th day after the results of the election the leave relates to are officially declared; and
- d) an employee, who is officially declared elected in a federal or provincial election, ceases to be an employee of NBCC on the day of the declaration.

## 2.4 Public Comment, Unauthorized Representation

Employees will not use NBCC's name in association with an expression of private opinions, public or private presentations or protests. They will not represent themselves as speaking on behalf of the College and they will not assume that their positions at the College lend validity to their private opinions. Employees will refrain from using College letterhead or forms for private use.

## 2.5 Disclosure and Reporting

If an employee becomes involved in a conflict of interest situation, or a situation which could be perceived as a conflict of interest, the employee must discuss the matter with his/her supervisor as soon as possible. The employee will receive confirmation in writing as to whether the situation is a conflict of interest.

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, should bring the matter to the attention of the Vice President, Finance and Administration, either directly or through normal supervisory channels. Employees will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this policy directive. For further clarity, employees should refer to the Whistleblower policy.

## 2.6 Responsibilities for Implementation and Administration

Role	Responsibility
President	<ul style="list-style-type: none"> <li>• shall determine whether a conflict of interest exists or is likely to exist, and</li> <li>• may issue instructions which modify, vary or add to conduct dealt with in this policy provided the change is not more permissive.</li> </ul>
Managers and supervisors	<ul style="list-style-type: none"> <li>• shall ensure that their immediate employees are familiar with provisions of this policy by reviewing its content annually, and</li> <li>• shall apply or recommend any appropriate actions necessary to ensure compliance</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• shall advise the President and CEO of any conflict of interest situation in which they find themselves; and</li> <li>• shall annually confirm to their Managers that they are not in a conflict of interest as described in this policy</li> </ul>

## 3.0 OTHER RELATED DOCUMENTS

NBCC ISMS Acceptable Use of Technology Resources (2808.4750)

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Conflict of Interest Act