
Employee Code of Conduct

Policy Number:	4129
Key Process Area:	Employee Engagement & Culture
Owner:	ED PC
Current Approved Date:	March 31, 2022

POLICY STATEMENT

NBCC values leadership with integrity and demonstrates that by taking pride in its collective accountability. All Employees are expected to be accountable for their actions and must conduct themselves in such a way as to instill public confidence and trust in the College.

PURPOSE

This policy outlines NBCC's commitment to accountability and provides guidance regarding behaviours that may be unacceptable and therefore may not align with NBCC's values and, more specifically:

- Define and promote standards of conduct that support our values;
- Assist NBCC Employees in recognizing unacceptable behaviours so that they can, in good faith, take the initiative to disclose, manage and resolve such situations; and
- Provide a process for NBCC to respond to, manage and resolve such behaviours.

SCOPE AND LIMITATIONS

This policy applies to all staff (Employees) and partners of NBCC. Compliance with this policy is a condition of employment.

Though a member of our College community, this policy does not apply to a learner's alleged misconduct, which shall be subject to the Student Code of Conduct (Policy 1112).

This policy does not apply to the specific remedial or corrective action (e.g. discipline and/or learning and development plans) which may appropriately result from contraventions of this policy. Such matters shall be governed by related performance management policies and procedures as well as collective agreements (as applicable).

1.0 DEFINITIONS

Accountability – Responsibility and answerability to an NBCC manager or supervisor to achieve operational, policy and program objectives within the framework of the applicable legislation, regulations, and College policies and procedures to an agreed-upon quality using College Resources.

College Community Members - any person who studies, teaches, conducts research, or works at or under the auspices of the College, regardless of Community Location, including but not limited to:

- A person who is an Employee of the College;
- A student of the College (i.e. learners); and,
- Partners of the College.

Community Locations– includes but is not limited to locations where College Community Members interact such as:

- NBCC campuses including Corporate office.
- Off-site training facilities arranged by NBCC for work or education purposes.
- During travel (e.g. ground and air transportation) for, attendance at and/or participation in face-to-face or virtual locations (including but not limited to Use of Social Media), whether required due to employment or voluntary, related to:
 - Business or instructional environments related to employment.
 - Official or social NBCC functions.
 - Education programs or opportunities (e.g. conference or seminar).

Employee – a person who meets the definition of Employee under the Public Service Labour Relations Act and as may be further described in collective agreements.

Partners – including but not limited to Visiting Scholars, volunteers, contractors, fee-for-service individuals, clients of NBCC and any other persons while they are acting on behalf of or at the request of the College.

Vice President – is the Vice President responsible for Employee Engagement and Culture and Labour Relations.

2.0 IMPLEMENTATION

2.1 General

- 2.1.1. Where references to specific positions within the policy occur (e.g. Vice President; Director, Employee Engagement and Culture; Director, Labour Relations), each position may appoint a designate (in writing) for the purposes of this policy.
- 2.1.2. Where references to ‘managers’ within this policy occur, this shall include the immediate supervisor or such designate as may be appropriately made by the Director, Employee Engagement and Culture and/or Vice-President based on the circumstances.
- 2.1.3. Community College Members shall remain accountable for their behaviours under this policy at any Community Location.
- 2.1.4. Employees and Partners shall always conduct themselves in a manner that does not interfere with the College’s ability to accomplish its strategic goals or undermine public confidence in NBCC.
- 2.1.5. With specific regard to Employees, compliance with this policy is a condition of employment.
- 2.1.6. NBCC reserves the right to:
 - a) Determine whether or not any matter should be addressed under this policy;
 - b) Apply information provided by external agencies such as the police or the courts in the determination of necessary and appropriate action under this policy;

- c) Take necessary and appropriate action (including behavioural restrictions supplementary to any put in place by external agencies) to protect the safety and welfare of College Community Members or any individual at a Community Location;
- d) Pursue (in place of or in addition to its own procedures,) civil, criminal, or other remedies which may be available to it as a matter of law.

2.1.7. NBCC further reserves the right to implement the following:

- a) Remedial or corrective action (e.g. progressive discipline and/or learning and development plans) which may appropriately result from contraventions of this policy. Such matters shall be governed by related performance management policies and procedures as well as collective agreements (as applicable).
- b) Immediate dismissal with regard to significant acts of severe unacceptable behaviours including but not limited to theft, dishonesty, acts of physical violence or harassment in the workplace and/or a breach of any NBCC policy that results in significant reputational or financial damage to the College.

2.2. Employee Behaviours That Are Unacceptable

2.2.1. Insubordination - Refers to an Employee's intentional refusal to obey the employer's direct lawful and reasonable orders or exhibiting disrespect for overall authority to lawfully govern the workplace. Unaddressed, such behaviour undermines respect for management and impacts the ability to manage the entire workforce

2.2.2. Off-Duty Conduct – Refers to Employee conduct in relation to activities which have a “nexus” (link or connection) to their NBCC employment, even where such activity occurs when the Employee is formally off duty. Certain off-duty conduct is not a purely private matter and shall constitute legitimate grounds for review under this policy. Examples include but are not limited to:

- a) damaging the College’s reputation;
- b) undermining the Employee’s ability to do their job effectively;
- c) promoting behaviours which result in co-workers unwilling, unable or reluctant to work with the Employee, department, division or College;
- d) representing an alleged or actual serious breach of the Canadian Criminal Code; and/or,
- e) negatively impacting the College’s ability to carry out its operational requirements and strategic plans.

2.2.3. Breach of Any NBCC Policy - Employees are required to comply with all NBCC policies. It is the responsibility of every Employee to review, understand and comply with all rules, requirements and protocols, as stipulated within NBCC policies.

2.2.4. Breach of Confidentiality – Employees are obligated to keep information confidential that has been received through their employment and that is not available to the general public, unless prior authorization has been given by their manager.

2.2.5. Other - NBCC may consider circumstances on a case-by-case basis and modify, vary or add to behaviours which are the subject of this policy based on the reasonable application of principles herein and provided the change is not more permissive.

2.3. Responsibilities for Implementation and Administration

Role	Responsibility
Managers and Community College Members shall	<ul style="list-style-type: none"> • Ensure that their Employees (and Partners, to extent applicable) are familiar with provisions of this policy by reviewing its content annually, and • Apply or recommend any appropriate actions necessary to ensure compliance. • Notify the Directors of Employee Engagement and Culture and/or Labour Relations regarding potential contraventions of this policy.
Employees and Community College Members shall	<ul style="list-style-type: none"> • Notify the Directors of Employee Engagement and Culture and/or Labour Relations regarding potential contraventions of this policy. • Adhere to provisions of this and other NBCC policies.
Vice President shall	<ul style="list-style-type: none"> • Where judgement need be applied, shall determine whether specific Community College Member behaviours represent Employee Behaviours Which Are Unacceptable (s. 2.2) and a contravention of this policy.

3.0 OTHER RELATED DOCUMENTS

Conflict of Interest Act

Copyright (1315)

ISMS - Acceptable Use of Technology Resources (2808.4750)