



## STANDARDS OF CONDUCT POLICY

### Employees covered by this policy

This policy applies to all employees (including employed students) at the University.

### Purpose and Scope

Notwithstanding the University's consummate commitment to academic freedom of thought and expression, the objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Employees who breach this policy may be subject to disciplinary action up to and including dismissal.

### General Standards of Conduct

The conduct of employees must not bring the University into disrepute. Accordingly, employees must avoid situations which violate the Standards of Conduct Policy or the [Conflict of Interest Policy](#) or which result in a public perception that a violation has occurred.

The conduct and language of employees in the workplace are expected to meet acceptable professional standards in the context of a university setting. Employees, in dealing with other persons in the workplace, are to treat them with respect and dignity and to refrain from exploiting a work relationship for private advantage or benefit.

#### 1. Nepotism

Relatives of the University governors, officers and employees may be employed by the University. No special advantage or favouritism will be shown in hiring relatives. A relative of a candidate for employment may not be involved, directly or indirectly, in assessing the merits, qualifications or capacities of any candidate for an open position. The University permits relatives of faculty and other employees to serve as Chairs, Directors etc, with appropriate mediation of complaints channels, reporting requirements and performance assessment.

An employee may not be employed in a position subject to direct or "in-line" supervision or direction by a relative. In circumstances in which an employee is or will be employed in a position which is subject to such supervision, the University will consider all options for accommodating the family status of the employees in question, including but not limited to a transfer at the earliest opportunity of one or the other employee to a comparable position not in direct or "in-line" supervision or direction, or a modification of reporting responsibilities so as to eliminate any direct or "in-line" supervisory role. Please see the separate [Conflicts of Interest Policy](#) for procedures related to reporting a conflict of interest situation.

For purposes of this section, a "relative" includes a parent, spouse (including common law spouse, child, sibling or half-sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in-law" or "step" relatives).

## 2. Confidentiality

Employees shall not divulge information received through their position or office which is not available to the general public ("Confidential Information"), unless prior authorization is given for its release by the senior manager in the employee's department.

Confidential Information includes, but is not limited to:

- personal information about or relating to any individual, including a student or other employee;
- research, including methodology, results and potential applications, which has not yet been published or otherwise made publicly available;
- information about the operational practices and management of the University which is not publicly available; and
- information about incidents, events or occurrences on campus or otherwise in relation to the University which is not publicly available.

Where an employee has reason to believe that there exists a contravention of the law, a waste of the University funds or assets, or a danger to public health or safety, the employee shall bring the matter to the attention of the University officials through proper University channels of authority, or directly to the senior management of the university if necessary. If the employee's concerns are not satisfactorily addressed, a complaint should be made in writing to the Director of Communications.

## 3. Compromised Loyalties

Employees shall not misuse their position, office affiliation, or University property to pursue personal interests and an employee's actions must not compromise or undermine the trust which the public places in the University.

The University recognizes the right of employees to be involved in activities as citizens of the community. Employees must, however, keep their interests and activities as private citizens separate and distinct from their responsibilities as employees of the University, and must avoid conflict of interest situations.

An employee must not place him or herself in a situation where he or she is under any obligation to any person who might benefit from or seek to gain special consideration or favour in regard to dealings with the University. The honesty and impartiality of all employees must be above suspicion. Employees must conduct themselves in a way that does not either compromise the ability of the University to accomplish its mandates or undermine confidence in any employee's ability to discharge his or her assigned responsibilities properly. Please review the [Conflict of Interest Policy](#) for specifics on this issue.

## 4. Outside Remuneration

An employee may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position, provided that such activity:

- does not interfere with the performance of employment duties;
- does not bring the University into disrepute;
- does not represent a conflict of interest (refer to Conflict of Interest Policy);
- does not derive any advantage from employment at the University;
- is not performed in such a way as to appear to be an activity of the University, or to represent the University opinion or policy; and
- does not involve the use of the University premises, services, equipment or supplies to which the employee has access by virtue of employment.

The University may place such further and specific restrictions and conditions on outside activity as may be necessary in individual circumstances.