

<p>Personnel and Employee Relations 7201 Employee Code of Conduct</p>	Administrative Application	
	Last Reviewed /Approved on:	November 6, 2018
	References:	The Education Act, 1995, Sec. 175 (1)(a) Policy 12 – Role of the Director Administrative Application 7130 – Employee Complaints
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) is committed to fostering an environment that promotes Catholicism and academic and professional success in all students and staff. The achievement of such success is dependent on an environment free of behaviours which could undermine the mission of the school division and the public they serve. The mission is “to work with the community and local church to provide quality Catholic Education that fosters academic excellence and the development of informed responsible citizens”.

An atmosphere of mutual respect, collegiality, fairness, and trust is essential. All employees will conduct themselves in an ethical and professional manner at all times; with Catholic teachings and values guiding their actions. RCSD requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.

Application

1. This Code of Conduct applies to all RCSD employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. As of January 1, 2013, all employees hired by the school division will be provided with the Employee Code of Conduct administrative application. The employee will confirm their knowledge of this with a signature.
2. All staff shall ensure they are following the practices and teachings of the Catholic Church.
3. All staff shall abide by *the Education Act*, Board policies, administrative applications and business practices.
4. All staff shall give foremost consideration to all students' wellbeing.
5. All staff shall conduct themselves in a professional manner, and treat all members of the school community with dignity and respect.
6. All staff shall serve the stakeholder group(s) in their area of work.
7. Staff who fail to act in accordance with the provisions of the Employee Code of Conduct administrative application will be subject to appropriate disciplinary action up to and including termination of employment.
8. If a person wishes to report non-compliance with this application, they will follow *Administrative Application 7130 – Employee Complaints*.