

Policy Title:	Code of Conduct
Policy ID:	3-300
Manual Classification:	Human Resources
Approved by Senior Management Team (SMT)	January 28, 2025
Effective Date:	April 1, 2025
Next Policy Review Date:	April 1, 2028
Contacts for Policy Interpretation:	Executive Vice President, Organizational Effectiveness and Human Resources

1.0 - Policy Overview

Fleming College (the “College”) is committed to providing a learning and working environment that values health and safety, responsiveness, innovation, collaboration, inclusiveness, and accountability. The Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions.

Employees are expected to:

- Carry out their assigned duties in a professional manner;
- Demonstrate a commitment to providing a safe and supportive environment for learning, research, working and living;
- Pursue a high standard of performance; and,
- Act with concern for the well-being of students, staff, the College and the broader community.

The Code works in conjunction with relevant legislation, College policies and procedures and/or various collective agreements. The Code does not exclude or replace the rights or obligations of any individual under provincial or federal law.

2.0 - Purpose

The Code is intended to provide clarity for College Personnel on the standards of integrity and professional conduct. The Code cannot address every situation that College Personnel may encounter. For this reason, the Code does not relieve College Personnel of the responsibility and accountability to exercise good judgment and in circumstances where they are unsure as to the proper course of action, to seek guidance from their supervisor or an appropriate College representative.

Colleges must be places that allow for open discussion and free inquiry, where diverse voices can be heard, ideas and viewpoints can be explored and discussed freely and debated openly without fear of reprisal. Nothing in the Code is meant to interfere with Freedom of Expression and academic freedom, as defined by the applicable collective agreements and College policies and procedures. The Code simply sets the expectation that one’s conduct and communication

will remain civil, and that College Personnel will share responsibility for maintaining a climate of mutual respect.

College Personnel who engage in conduct that is inconsistent with the minimal standards of professionalism contained in the Code, or which interferes with the well-being of other College Personnel or members of the College Community, may be subject to the range of disciplinary actions specified in the Operating Procedure and in any applicable collective agreement. This disciplinary action may include the termination of employment or end of the contractual relationship with the College.

3.0 - Definitions and Acronyms

College Personnel: All individuals with a contractual or employment relationship with the College including but not limited to full-time, part-time, and temporary employees, members of the Board of Governors, officers, volunteers, and third-party contractor personnel.

Civility: Respectful and courteous behaviour exhibited by individuals toward their colleagues in the workplace. It involves treating others with dignity, showing appreciation for their contributions, and refraining from any behaviour that may reasonably be perceived as rude, aggressive, or disrespectful.

College: Sir Sandford Fleming College of Applied Arts and Technology as a legal entity.

College Community: Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

Confidential Information: Any information, in any format, that belongs to the College, is not publicly available, and/or is protected by statute or regulation.

Examples:

- Sharing information that is not publicly available with a friend or neighbour that provides an unfair advantage to that individual in a competitive procurement.
- Helping a colleague or acquaintance prepare for an interview using confidential information not available to other candidates.

Conflict of Interest (“Conflict”): A situation where an employee’s (or their spouse/partner’s or dependent’s) private interests, or the employee’s outside activities, acceptance of a gift, hospitality, or other benefit, or plans for post-employment will impair, or could reasonably be perceived to impair, the employee’s ability to perform their job duties effectively and/or make decisions with integrity, impartiality, honesty, and in the best interest of the College.

A conflict may be actual, potential, or perceived (i.e. there is no conflict, but a reasonable person would view the situation as a conflict in the absence of fully detailed information).

A conflict of commitment, in which an employee engages in outside activities, paid or unpaid, that interfere with the employee’s primary obligation and commitment to the College, is a type of Conflict of Interest for full-time employees of the College.

Freedom of Expression: the right to speak, write, listen, challenge and learn.

Professionalism: Professionalism is the way in which College Personnel appropriately conduct and present themselves in the workplace.

Examples of professionalism include:

- a) Civility in one's conduct and communications;
- b) Ethical conduct and integrity;
- c) Respect for the College's interests and policies;
- d) Meeting obligations;
- e) Being truthful; and,
- f) Being cooperative with colleagues and supervisors.

Student: any individual admitted, enrolled, or registered as a student at the College whether physically present on campus or online.

4.0 - Scope

This Code applies to all individuals with a contractual or employment relationship with the College, including but not limited to full-time, part-time, and temporary employees, members of the Board of Governors, officers, volunteers, and third-party contractor personnel. Students are expressly excluded from the application of this Code, unless they are also in an employment relationship with the College.

5.0 – General Principles

5.1 – Education and Training

The College will ensure awareness of the Code by:

- a) Requiring all new hires to review the Code as part of the onboarding process, along with appropriate training/orientation.
- b) Making the Code readily available, including posting the full document on the College internal and external websites.
- c) Providing training to all employees, and ensuring those persons with managing, supervising and leadership responsibilities are aware of their obligations under the Code and are able to implement its requirements.

5.2 – Standards of Performance and Professionalism

College Personnel will:

- a) Act in a professional manner.
- b) Seek high standards of performance in service to clients and high standards in teaching, scholarship and service to students.
- c) Respect the terms and conditions of the collective agreements and their individual job description.

- d) Be cooperative with colleagues and supervisors and maintain integrity in their work and civility in their conduct and communications.
- e) Take reasonable steps to protect Confidential Information in accordance with College policies, and privacy related legislation.
- f) Refrain from representing personal views as a statement of the position of the College, whether verbally, on social media, or otherwise, and ensure that any views shared publicly on social media or otherwise regarding the College are appropriate, respectful, accurate and in compliance with College policies and procedures.
- g) Participate in the relevant performance evaluation process.
- h) Report any student behaviour in contravention of the *Student Rights & Responsibility Policy* and/or the College policies about anti-discrimination, anti-harassment to the Student Rights and Responsibilities Administrator/designate by contacting srr@flemingcollege.ca or submitting a formal written report online at <https://mycampus.flemingcollege.ca/group/portal/reporting-form>.
- i) Assess students' work and performance fairly, objectively and in accordance with the Grading and Academic Standing Policy and applicable procedures.

5.3—Respect in the Workplace

College Personnel will:

- a) Maintain professional boundaries with students and refrain from engaging in or creating the conditions to engage in sexual or romantic relationships with their students or any person in the College community when they are in the position to confer, grant or deny a benefit or advancement to that individual. This does not govern personal relationships that existed prior to a student's enrolment and/or the entering into of a contractual or employment relationship, though such relationships may give rise to a Conflict of Interest.
- b) Behave in ways that promote and maintain a safe and secure work environment and be familiar with and follow the College policies about health and safety, violence and report any conduct that is not consistent with these policies.
- c) Respect the dignity, uniqueness, and diversity of the College community and treat others with respect in the workplace and be familiar with and follow the College policies about anti-discrimination, anti-harassment, and report any conduct that is not consistent with these policies directly to their supervisor, manager, Human Resources representative, or in the case of students, to the Office of Student Rights and Responsibilities.

5.4—Honesty and Integrity

College Personnel will:

- a) Be aware of and comply with all College policies that are relevant to their position and job responsibilities, as well as review revised policies in accordance with applicable collective agreements and College policies and procedures.
- b) Ask their supervisor or the appropriate contact listed on a College policy, if they are uncertain about how to apply a particular College policy or procedure.
- c) Adhere to professional codes of conduct, where applicable.
- d) Give due credit to the contribution of others.

- e) Remain transparent and accountable and always demonstrate ethics and integrity.

5.5—Conflict of Interest

College Personnel will:

- a) Be familiar with and follow the College policies about Conflict of Interest, disclose any conflicts to their supervisor using the Conflict of Interest Disclosure Form and report any conduct that is not consistent with these policies.
- b) Act with transparency and impartiality to make sound, unbiased decisions to avoid any perception of conflict.
- c) Ensure that they do not benefit personally or professionally from any decision made within the context of their job or allow outside interests to conflict with the College Personnel's position at the College.
- d) Recognize, declare and manage conflicts including, but not limited to, any situation which may require them to supervise, teach and/or assess a student with whom they currently or previously have had a personal, commercial, familial or other significant relationship.

5.6—Conflict Resolution

College Personnel will:

- a) Strive to actively resolve conflict between them and another member of the College Community, where they feel safe to do so.
- b) Make an effort to meet with the other party and discuss the conflict in an open, non-confrontational manner while attempting to resolve the conflict at hand.
- c) In the event of conflict that is not resolved, raise the issue to their supervisor and/or a Human Resources representative, where appropriate.

6.0 - Related Documents

- College Policy 1-109, *Freedom of Expression*
- College Policy 1-110, *Honouring the Rights of Indigenous Peoples*
- College Policy 1-111, *Access to Information and Protection of Privacy*
- College Policy 2-201A, *Academic Integrity*
- College Policy 2-201C, *Grading and Academic Standing*
- College Policy 2-204 *Class Cancellation/Faculty Absenteeism*
- College Policy 2-205, *Class Absence Operating Procedure*
- College Policy 2-219, *Academic Appeal*
- College Policy 3-311, *Harassment and Discrimination Prevention and Response Policy*
- College Policy 3-344, *Conflict of Interest*
- College Policy 3-341, *Accessibility for Persons with Disabilities*
- College Policy 3-343, *Sexual Violence Prevention*
- College Policy 3-347, *Whistleblower Policy*
- College Policy 4-402, *Community Use of College Facilities*
- College Policy 4-411, *Purchasing*
- College Policy 4-420, *Violence Prevention Policy*
- College Policy 4-423, *Campus Security*
- College Policy 5-503, *Maintenance of and Access to Student Records*

- College Policy 5-505, *Review of an Admission Decision*
- College Policy 5-506, *Student Rights and Responsibilities*
- College Policy 6-601, *Information and Communication Technology Appropriate Use Policy*
- College Policy 6-603, *Data Record Retention and Disposition*
- College Policy 7-701, *Access and Accommodation of Students with Disabilities*
- Academic Employees Collective Agreement
- Support Staff Collective Agreement
- Part-time Support Staff Collective Agreement

Policy Revocation

- Code of Conduct, originally drafted as a document without a policy number

History of Amendments/Reviews

Date Approved	Approved By	List of Approved Amendments / Review
January 25, 2025	Senior Management Team	NEW (superseding Code of Conduct document which was not a policy)