

<b>Procedure Title:</b>	Code of Conduct Procedure
<b>Procedure ID:</b>	#OP 3-300
<b>Manual Classification:</b>	Human Resources
<b>Linked to Policy:</b>	3-300
<b>Approved by Senior Management Team (SMT):</b>	January 28, 2025
<b>Effective Date:</b>	April 1, 2025
<b>Next Review Date:</b>	April 1, 2028
<b>Contact for Procedure Interpretation:</b>	Executive Vice President, Organizational Effectiveness and Human Resources

## **1.0 – Purpose**

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The Code of Conduct (the “Code”) is intended to provide clarity for College Personnel on the standards of integrity and professional conduct. It also provides a mechanism to deal with College Personnel who behave in a manner which is disruptive to the College environment, or which interferes with the well-being of other members of the College Community, or which causes damage to the College.

This Procedure seeks to provide counsel and direction for the fair, consistent and predictable management of employee conduct and performance that has been identified as being contrary to the Code, policies and/or procedures of the College and justifying disciplinary action up to and including termination of employment.

## **2.0 – Definitions and Acronyms**

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All definitions in this Procedure are found in the Code of Conduct Policy 3-300.

## **3.0 – Operating Procedure**

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### **3.0—Overview**

- a) It is the policy of the College to provide guidance and/or corrective action to College Personnel who violate the Code, policies and/or procedures of the College. The College is committed to ensuring that a comprehensive fact-finding exercise is completed for every incident and the affected College Personnel will be given the opportunity to explain the situation from their point of view.
- b) Progressive discipline includes a series of actions based on confidential, candid communication with the affected College Personnel. Each step in the procedure serves to increase the affected College Personnel’s awareness of the concerns, the expectations going forward, and potential outcome if the expectations were not met.

- c) In most instances performance coaching and expectation setting should be initiated prior to formal disciplinary action, however, depending on the severity of an incident and/or performance concern immediate disciplinary action, up to and including termination, may be taken.
- d) Progressive Disciplinary action will normally include the following steps, subject to instances of severe discipline or where a College Personnel has a past record of misconduct:
  - a. a verbal warning
  - b. a written warning
  - c. suspension
  - d. termination.
- e) Similar or like performance concerns or conduct are considered together when determining the next disciplinary stage in the progressive discipline procedure, except where the severity of the incident warrants an advanced disciplinary response, or where the past record of the individual, regardless of the nature of the conduct, warrants an advanced disciplinary response.
- f) Any applicable collective agreement and terms and conditions of employment provisions apply throughout these guidelines.
- g) Management must consult with a human resources representative prior to the implementation of formal progressive discipline.
- h) A human resources representative and union representative, where applicable, will be present during all formal progressive disciplinary actions (verbal and written warnings, suspension and termination).

### **3.1—Coaching and Expectation Setting**

- a) Coaching and expectation setting is intended to be the informal approach to correct the College Personnel's performance or conduct by bringing specific concerns about their performance or conduct to their attention.
- b) Depending on the severity or the nature of the incident/infraction, coaching and expectation setting should be initiated prior to the formal progressive discipline steps outlined below.
- c) Coaching conversations and expectation setting should be documented by management and provided to the employee in writing (letter of expectation or emails). Management should consult with a human resources representative when initiating this stage. Copies of letters of expectation or email should be forward to a human resources representative for placement in the employee's file.

### **3.2 – Verbal Warning**

- a) If the College Personnel's performance or conduct does not improve after coaching and expectation setting, then management will proceed with issuing a formal verbal warning to the College Personnel which will be documented in writing, and the signed copy will

be placed in the employee's human resource's file.

- b) A verbal warning will consist of engaging in a confidential discussion between management and the College Personnel with a human resources representative and union representative, where applicable, present. Management will advise the College Personnel of specific concerns regarding what aspect(s) of their performance or conduct is/are unsatisfactory and how their performance can be improved or how to correct their conduct. A coaching plan may be included if deemed necessary. The College Personnel will be advised of future disciplinary steps should improvements not be made.
- c) The College Personnel will be given the opportunity to respond verbally and in writing. All discussions will be documented and kept in the College Personnel's human resource's file.
- d) If the College Personnel's performance does not improve management can proceed to a written warning.

### **3.3—Written Warning**

- a) In cases where there is a repeated occurrence of misconduct, performance problems or serious misconduct, management will proceed with issuing a formal written warning to the College Personnel and the signed copy will be placed in the College Personnel's human resource's file.
- b) Management will meet with the College Personnel, with a human resources representative and union representative, where applicable, present to discuss the incident or lack of progress in meeting the expected standards of conduct and/or performance.
- c) The College Personnel will be given the opportunity to respond verbally and in writing. All discussions will be documented and kept in the College Personnel's human resource's file.
- d) The College Personnel may be required to develop an improvement plan with the assistance of management, if deemed appropriate.

### **3.4 – Suspension**

- a) Generally, a College Personnel is given a suspension when previous verbal and written warnings are not successful in correcting the College Personnel's performance, behavior or where there is repeated misconduct or there is a serious breach of conduct. Suspension length may vary up to and including 5 days, without pay, depending on the seriousness of the incident and any previous discipline on the College Personnel's record. Management will proceed with issuing a formal suspension to the College Personnel in writing, that will be placed in the College Personnel's human resource's file.
- b) Management will meet with the College Personnel, with a human resources representative and union representative, where applicable, present to discuss the incident or lack of progress in meeting the expected standards of conduct and/or performance. Management will outline the continued lack of progress in meeting the established standards and inform the College Personnel that failure to change/improve

behaviour and/or performance may lead to termination of employment or contract.

- c) The College Personnel will be given the opportunity to respond verbally and in writing. All discussions will be documented and kept in the College Personnel's resource's file.
- d) The College Personnel may be required to develop an improvement plan with the assistance of management, if deemed appropriate.
- e) If these disciplinary measures still do not result in satisfactory performance, correction of behaviour/misconduct, the College Personnel will be terminated.

### **3.5—Termination**

- a) A documented verbal warning, written warning, suspension and/or final warning, where the College Personnel was given a set and reasonable time in which to demonstrate the required sustained improvement in the area of concern, will normally precede imposition of a discharge, except in the case of gross neglect of duty, position abandonment, or gross misconduct.
- b) There should be substantial/documented evidence to support the College Personnel was given a set and reasonable time in which to demonstrate the required sustained improvement in the area of concern in the preceding steps outlined in these guidelines.
- c) A suspension or termination must have prior approval from the VP, OEHR and President of the College.

### **4.0-- Related Documents**

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- College Policy 1-109, *Free Speech Policy*
- 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 2-204 *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

**7.0 – History of Amendments & Reviews**

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