

Fleming College | Code of Conduct

Overview

The Fleming College Code of Conduct (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.

The Expected Behaviours mentioned in the Code cannot cover every possible situation we might encounter in our work. The Code outlines principles that should guide the behaviour of employees, and employees are expected to seek clarification and support as required.

Employees are expected to:

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

Protecting the health and safety of the College community by providing safe workplaces is of paramount importance. The College will provide information and training about health and safety hazards, and safeguards. Every employee has a responsibility to adhere to good health and safety practices and comply with all environmental health and safety laws and regulations

All employees of the College must be cognizant of, and comply with, the relevant policies, standards, laws and regulations that guide our work. As individuals, each of us is accountable for our own actions. As members of the College community, we are collectively accountable for compliance with the laws, directives, and policies that govern our work at the College.

Some professions and disciplines represented at the College are governed by standards and codes specific to their vocation. Employees that belong to such organizations are expected to adhere to College policies and this Code, in addition to any relevant professional standards. If an employee believes that there is a conflict between a professional standard and College policy, they should discuss the concern with their supervisor.

Scope

This Code applies to all individuals employed by the College whether full-time, part-time, or temporary. The Code also applies to members of the Board of Governors, volunteers, and third-party contractor personnel. Students are expressly excluded from the application of this Code.

Code of Conduct – Expectations

In accordance with its purpose, the Code prescribes standards of conduct that align with the values that guide the vision and mission of the College, as outlined in the 2019-2024 Strategic Plan; **responsiveness, innovation, collaboration, inclusiveness, and accountability.**

Responsiveness ► *We respond to calls for action and value the opportunity to get “it” right.*

Expectations

- We take initiative and offer solutions to problems when presented.
- We acknowledge and embrace mistakes.
- We strive to rectify mistakes while also embracing the opportunity they provide us to learn and grow.
- We recognize that constructive feedback is a catalyst for continuous improvement.
- We understand that exceptional customer service begins internally.
- We are committed to providing exceptional service to our colleagues which enables us to provide exceptional service to our clients.
- We respond accurately, professionally and in a timely manner to inquiries and issues raised by our colleagues, our students, and our community.

Innovation ► *We embrace change and foster creativity.*

Expectations

- We cultivate curiosity, encouraging innovation through exploration.
- When we believe that change is necessary, we make that change.
- We are agile in learning new technologies and supportive of each other’s learning process.
- We actively seek out emerging trends and technologies, and welcome opportunities to share them amongst the College community.
- We embrace technological change and understand that adapting to an ever-changing environment is essential for the long-term success of the College.
- We seek ways to innovate and improve productivity.
- We appreciate that wisdom is connected to innovation.
- We consult with our peers to map the path forward.

Collaboration ► *We win together and share what we have learned along the way.*

Expectations

- We empower one another through supportive communication and active listening.
- We foster innovation through collaboration; we encourage information sharing across departments, classrooms, languages and identities.
- We champion College collaboration locally, provincially, federally and abroad.
- We embrace cross-departmental collaboration.
- We respect thoughtful inquiry, and professional and collegial discussion.

- We exercise freedom of expression and freedom of inquiry responsibly, in ways that recognize and respect the dignity of others, having regard for the dynamics of different relationships within the College environment.
- We foster meaningful, collaborative working relationships through mutual respect, integrity and transparency.
- We resolve conflicts in a way that is civil and respectful.
- We engage in respectful dialogue with our colleagues and hold them accountable for their actions.

Inclusiveness ► *We are a welcoming place for all.*

Expectations

- We foster a respectful environment in which the dignity of each individual is honoured, and the diverse perspectives, ideas and experiences of all members of the community are valued.
- We act as champions for one another – giving our time, energy and efforts to make space and opportunity for everyone to prosper.
- We are committed to integrating Indigenous knowledge and ways of knowing throughout the work that we do.
- We continue to evaluate and build on earlier inclusion initiatives.
- We are part of a learning and workplace culture that is free of harassment, intimidation, bias, and discrimination.
- We exceed obligations and baseline expectations to foster an inclusive environment.
- We create a community that actively aims for equity and justice for everyone.
- We are committed to removing barriers, both structural and sociocultural.

Accountability ► *We hold each other up by holding each other accountable.*

Expectations

- We create and maintain a positive and productive learning, working and living environment; an environment in which there is: a) respect for the dignity of all; b) fair treatment of individuals; and c) respect for College Resources and the property of individuals.
- We perform duties and make decisions impartially, honestly, fairly and in good faith, with decisions made, whenever possible, based on evidence and transparent criteria.
- We act with care and diligence.
- We maintain a reputation for integrity by being honest, invested and consistent in our actions at Fleming.
- We demonstrate respect for the rights and freedoms of others and respect for the College's resources.
- We shall identify and familiarize ourselves with the laws and regulations of Ontario and Canada, as well as with all contractual, fiduciary, and other legal obligations, that are applicable to our employment duties.
- We comply with relevant standards, contractual commitments, laws and regulations that guide our work and the College's internal policies and procedures.

- We protect and safeguard the confidential, regulated, proprietary and private information we manage in our capacity as College employees. We shall maintain the confidentiality of confidential information entrusted to us by the College or its stakeholders, except when disclosure is authorized or required by laws, regulations or legal proceedings.
- We report violations of applicable laws, regulations, and College policies and procedures.
- We commit to the highest standards of ethical and professional conduct in every facet of our lives at the College.
- We shall put forth honest efforts and shall act honestly, impartially, and in good faith with a view to the best interests of the College and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- We engage in respectful dialogue with our colleagues.
- We accept constructive feedback regarding our own actions.
- We seek clarification and support as required.

Opportunities for Constructive Feedback

Leaders must consider the principles and Expected Behaviours of this Code when providing employees with appreciative and constructive feedback on an ongoing basis and, where applicable, as part of a performance review.

All members of the College Community are encouraged to provide appreciative and constructive feedback and reflection to one another in support of individual and team growth and development. Feedback must be delivered in a respectful manner and be intended to help the other individual.

Breach of Code of Conduct Expectations

Ultimately breaches of expectations as described in the Fleming College Employee Code of Conduct are intended to be handled in a manner that is corrective, not punitive. In most cases breaches can be appropriately resolved through discussion. The purpose of corrective measures is to motivate employees to accept the rules and standards of conduct that are desirable or necessary to achieve the goals and objectives of the College.

Where a breach of the Expectations in this Code entails a breach of any related laws, policies or procedures, then the breach may lead to administrative or disciplinary measures being taken, up to and including termination of employment. Alleged breaches of internal College policies will be addressed in accordance with the corresponding policy and/or operating procedure.

Employees will report alleged breaches of laws or external regulations to their manager or to Human Resources and will not experience reprisal for doing so in good faith. Any threat, act of intimidation or retribution, or other disciplinary, punitive or coercive action made against a

reporting employee by an individual in response to the report of a breach constitutes a serious breach of the Code. Any act of reprisal may lead to administrative or disciplinary measures being taken, up to and including termination of employment.

The College respects the collective agreements for unionized employees and nothing in this Code of Conduct replaces or abrogates rights, responsibilities or processes under collective agreements.

Affiliated College Policies and Procedures

- **College Policies** (<https://department.flemingcollege.ca/policies-procedures/college-policies/>):
 - Free Speech (1-109)
 - Honouring the Rights of Indigenous Peoples (1-110)
 - Access to Information and Protection of Privacy (1-111)
- **Academic Affairs** (<https://department.flemingcollege.ca/policies-procedures/academic-affairs/>):
 - Academic Integrity (2-201A)
 - Class Absence (2-205)
 - Academic Appeal (2-219)
 - [Guidelines for Professional Practice](#)
- **Human Resources** (<https://department.flemingcollege.ca/policies-procedures/human-resources/>):
 - Harassment and Discrimination Prevention and Response (3-311)
 - Conflict of Interest (3-344)
 - Accessibility for Persons with Disabilities (3-341)
 - Sexual Violence Prevention (3-343)
- **Finance and Facilities** (<https://department.flemingcollege.ca/policies-procedures/finance-and-facilities/>):
 - Community Use of College Facilities (4-402)
 - Purchasing (4-411)
 - Violence Prevention (4-420)
 - Campus Security (4-423)
 - Whistleblower (4-428)
- **Student Services / Registrar** (<https://department.flemingcollege.ca/policies-procedures/student-services-registrar/>):
 - Sexual Violence Prevention (3-343)
 - Maintenance of and Access to Student Records (5-503)
 - Review of an Admission Decision (5-505)
 - Student Rights and Responsibilities (5-506)
 - Access and Accommodation for Students with Disabilities (7-701)

- **Information Technology Services** (<https://department.flemingcollege.ca/policies-procedures/information-technology-services/>):
 - Information and Communication Technology Appropriate Use Policy (6-601)
 - College Data Record Retention and Disposition (6-603)