

**CODE OF ETHICS AND PROFESSIONAL CONDUCT
OF EMPLOYEES**

Department responsible : General Administration	Approved by : _____ Director general
Effective date : March 20, 2013	Amended :
References : Resolution n° CC 793-2012/2013-37	

1. PREMISES

1.1 [objective](#) This Code of Ethics and Professional Conduct is intended to delineate the conduct of Kativik Iisarniliriniq employees in certain specified areas and to clarify and affirm the standards of behaviour that are expected of them in the performance of their duties.

The Kativik Iisarniliriniq (the "Board" or "KI"), is entrusted with serving the present and future generations of Inuit in Nunavik and all employees of the Board are expected to discharge their duties and responsibilities with integrity and professionalism and conduct themselves with a high standard of ethics. It is the responsibility of every employee, in every job class and every level to safeguard the assets, property and reputation of the Board.

The Board commits to fostering the dignity, self-esteem and integrity of every person and believes that students should develop skills in building positive relationships based namely on those modelled by employees of the Board. In order to meet this commitment, the provision of a safe and supportive environment is essential.

This Code is not intended to be exhaustive or to address every situation or circumstance but it provides further guidance on the intention of the following four principles of ethics :

- Integrity and impartiality;
- Promoting the public interest;
- Commitment to the system of education;
- Accountability and transparency.



To this end, all employees are expected to observe in their conduct the highest standards regarding these 4 principles, as well as the Mission of the Board, the James Bay Northern Quebec Agreement, all provincial and federal legislation, regulations, and Policies and Directives of the Board. If there is any conflict between this Code and applicable working conditions (collective agreements and by-law) or legislation such as the Charter of rights or Labour Standards, the applicable working conditions and legislation shall prevail. Employees are responsible for being aware of and understanding the provisions of this Code.

- 1.2 [application](#) This Code applies to all employees of the Board. Their individual conduct contributes to the reputation of the education system as a whole and therefore, employees are accountable for their conduct ensuring that it does not have any negative impact on the School Board.

2. GENERAL PRINCIPLES

- 2.1 [definitions](#) In this Code, the following words or expressions mean:
- a) **Close Relations:** the individuals who are close to the employee in a manner that he may have a personal incentive to provide benefits to these individuals. Without limitations, "Close Relations" includes immediate family members of the employee and any other person who normally resides in the same home as him;
 - b) **Conflict of Interest:** a situation where a person's interest comes into conflict with the interests of the Board, or where, as a result of his interest, a person's ability to act in the best interests of the Board may be compromised;
 - c) **Employees:** full-time, part-time or casual employees, contractual and consultants;
 - d) **Immediate family member:** spouse, common law partner, parents, children, brothers, sisters, grandparents and grandchildren as well as mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law.



3. STANDARDS OF BEHAVIOUR

3.1 [employee obligations](#) All employees shall :

- a) Treat colleagues, students, parents, school community and public with dignity, respect and consideration;
- b) Conduct their employment responsibilities in an honest and diligent manner;
- c) Not engage in any activity of any nature which would conflict with their duty to the Board or which could reasonably be expected to be detrimental to the interest, image or reputation of the Board;
- d) Accept that there are differences in people, their ideas and their opinions;
- e) Show responsible care and regard for school property and the property of others;
- f) Respect the need of others to work in an environment that is conducive to productive job performance;
- g) Speak and act with respect and dignity, and deal judiciously with others, always mindful of their rights and refrain from any use of physical or verbal abuse, loud or vulgar language and/or gestures at all times;
- h) Assume their duties with the highest standards (including punctuality);
- i) Come to work wearing appropriate and professional attire as expected in a given context/work environment;
- j) Take "safety" into consideration where applicable;
- k) Not be under the influence of alcohol or illegal or unauthorized drugs during the course of professional practice;
- l) Refrain from posting comments or engaging in on-line activities that disrespect or insult students, parents, employees or elected members of the Board, or that promote false or discriminating information, and comply with any standards on social media use and media relations set by the Board;
- m) Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;



- n) Not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
- o) Protect Board property and assets from harm, theft, loss or misuse;
- p) Notify the Department of Human Resources of all criminal charges at the time the charge is issued and this according to the requirements established in the procedure for criminal background check.

3.2 employees working with student Any employee who works with students¹ acts as a role model for them. This role is exercised both within and outside the school board's institutions.

In addition to the previous provisions, all employees directly involved in the education and care of students shall :

- a) Put the well-being, development and progress of students first;
- b) Take responsibility for ensuring the quality of their teaching and care;
- c) Strive to maintain productive relationships with parents;
- d) Not take advantage of a professional position to profit from the sale of goods or services to or for students in the teacher's charge;
- e) Not undermine the confidence of students in other teachers or school staff members;
- f) Not criticize the professional competence or professional reputation of another teacher or school staff member unless in confidence to proper officials and after the other teacher or school staff member has been informed of the criticism.
- g) In their relations with students, including through social media, maintain the necessary distance in order to respect their duty of professionalism, act as role models for students and avoid conflicts of interest.

¹ Teachers, animators, behaviour technicians, Professionals, School Principals, etc.



- 3.3 [confidentiality/ information](#) When employees have access to confidential information about the clientele and employees of the Board in the course of their duties, they must respect the confidential nature of this information. Confidential information includes, but is not limited to, information which is not generally known to the public and is of such a nature that it is in the legitimate interest of the parties involved to maintain its privacy.

Confidentiality of information and documents must be maintained, including after working hours, unless disclosure is authorized for legitimate reasons or legally permitted. Without limiting the generality of the above, employees must, during and after their employment adhere to the following:

- a) The right of privacy for all employees, students, parents or other school community member is to be respected;
- b) Personal information regarding others obtained by an employee while exercising his duties may not be communicated or posted;
- c) Employees shall not discuss students' situations unless for professional reasons or as required by law;
- d) The principle that confidential information may not be used for personal gain must be respected.
- e) Oral and written communication with the media, in the name of the Board, must be conducted only by the official spokesperson of the School Board, unless otherwise authorized.

4. CONFLICT OF INTEREST

- 4.1 [situations where there is a conflict of interest](#) Situations where there is a conflict of interest Employees are bound to carry out their work with prudence and diligence. They must also act faithfully and honestly. In doing so, they must avoid any real or perceived conflict of interest where decisions are based on personal gain rather than in the best interest of students or the Board. For example:

- a) Transparency with the Board is expected of all employees;
- b) The interests of the Board and students' education are to take precedence;
- c) The performance of duties and organization of professional functions may reflect on the Board. In order to maintain and foster public confidence these duties and functions are to be conducted with integrity, objectivity and impartiality;



- d) Any direct or indirect interest that an employee may have as a partner, shareholder, director, officer, employee, agent or consultant of any business related to or involved with the Board must be disclosed;
- e) Possessions or services of the Board are not to be used for purposes other than those intended by the School Board; Board property, including vehicles, equipment and material, shall be used only in the performance of assigned duties and shall not be used for personal benefit or non-Board use subject to the applicable policies;
- f) Avoid exercising any direct or indirect pressure on any members of a selection committee or on the persons responsible for hiring or promoting individuals; this is particularly applicable in situations involving family relationships or friendships with the individual concerned;
- g) Illegal or irregular situations against the Board of which an employee becomes aware is to be disclosed to his superior.

4.2 [gifts and benefits](#) Board employees must refrain from seeking to obtain while in the exercise of their functions, in any manner whatsoever, gifts, services or advantages for their personal benefit. In addition, they cannot accept any gifts, proof of hospitality or advantages for their personal benefit other than those that are common and of minimal value. When in doubt, the employee shall disclose the gift to his immediate superior.

5. COMPLAINT AND INQUIRY PROCEDURE

5.1 [employee reporting to his or her immediate supervisor](#) Any **employee** who has witnessed a violation of this Code or who has reasonable grounds to believe that the provisions of this Code are not being complied with should report the situation to his immediate supervisor within a reasonable time.

The immediate supervisor then forwards the information received to the Human Resources Department.

Of the employee wishes to report an act committed by his immediate supervisor, he may contact the latter's immediate supervisor directly.



Exceptionally, if the employee does not feel comfortable to report the act to his immediate supervisors, he can contact directly the Director of Human Resources. If the latter is the one being accused, the employee can report the act directly to the Associate Secretary General or the Director General.

- 5.2 [complaint to the associate secretary general](#) Any person **who is not an employee**² may file a complaint directly with the Associate Secretary General when he or she has witnessed a violation of this Code or has reasonable grounds to believe that the provisions of this Code are not being complied with.

To be accepted, the complaint must meet the following criteria :

- a) The complaint must be in writing;
- b) The person filing the complaint must identify himself/herself;
- c) The complaint must provide sufficient information and detail to enable the Associate Secretary General to understand the nature of the complaint and to identify the person or persons who are not complying with the provisions of this Code.

- 5.2.1 [admissibility of the complaint](#) Upon receipt of a complaint, the Associate Secretary General shall conduct a summary investigation to decide whether the complaint is admissible or whether it should be dismissed.

A complaint may be dismissed at this stage if the Associate Secretary General deems it to be manifestly frivolous or ill-founded.

In such a case, the complainant may appeal the decision to one of the independent mediators chosen by the Director General. Upon request, the Associate Secretary General shall provide the contact details of such mediators. Section 5.2.2. shall then apply.

Where one of the mediators is unable to act, another mediator may be mandated.

When the Associate Secretary General considers that the complaint is admissible, he or she forwards it to the Human Resources Department for analysis and investigation.

- 5.2.2 [filing of a complaint with an independent mediator](#) When the independent mediator receives a complaint pursuant to section 5.2.1, he or she shall:

- Contact the complainant to inform him or her that the complaint has been received and that an independent and confidential investigation will take place;

² Including, but not limited to: one volunteer, one community member, one school board elected member.



- Contact the employee who is the subject of the complaint, invite him or her to provide comments within a reasonable time and indicate that an independent and confidential investigation will take place;
- Conduct a survey of the persons concerned;
- Produce a final report, a copy of which is submitted to the Associate Secretary General;
- Make recommendations in writing to the competent authority.

5.3 [cases where the Associate Secretary General is the subject of a complaint or is unable to act](#) When the Associate Secretary General is the subject of a complaint, his or her immediate supervisor then assumes all of the Associate Secretary General's responsibilities under this Code.

Where the Associate Secretary-General is not the subject of a complaint but is unable to act, the Secretary General shall assume all the responsibilities of the Associate Secretary-General under this Code.

5.4 [confidentiality and privacy](#) Stakeholders in any proceeding under this Code must ensure that the privacy rights of complainants, employees who are the subject of the complaint, as well as the people who witnessed the alleged act, are respected. In this context, they must disclose only the information that is essential for the purposes of effectively investigating and taking appropriate action.

6. SANCTIONS / DISCIPLINARY ACTION

6.1 [disciplinary action](#) Breach of any of the provisions of this Code may render employees liable to such disciplinary action, including dismissal as per the applicable collective agreement or working conditions, as may be deemed to be appropriate.

6.2 [slanderous accusations](#) Unjustified or false complaints, or slanderous accusations, can lead to disciplinary measures or law suits against the complainant.

7. COMPLIANCE WITH THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

7.1 [obligation to disclose conflict of interest](#) All employees have the responsibility to disclose to their immediate superior or to the Associate Secretary General, any situation where they might be reasonably seen in conflict.



- 7.2 [mandatory reading of the code](#) All employees must, at the time of hiring or when required thereafter, receive a copy of this Code and confirm in writing to their immediate supervisor that they have read it.
All commissioners shall also receive a copy of this Code and read it.
- 7.3 [directors' duty](#) The Principal of each school and the Directors of each department will ensure that all employees who report to them are made aware of the contents of this Code.
- 7.4 [compliance with provisions](#) Any person referred to in this Code must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

8. REFERENCES

- 8.1 [references](#)
- Quebec Charter of Human Rights and Freedoms;
 - *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*;
 - Civil Code of Quebec;
 - Criminal Code of Canada;
 - *Quebec Labour Standard Act*;
 - KI Directive / Protection of personal information and Access to information (ADM-10);
 - KI Directive / Against Harassment (ADM-14);
 - KI Directive / Use of Internet, Network and Computers (EDU-02);
 - KI Directive / Use of Board Vehicles (EQU-05);
 - Collective Agreements in effect and the By-Laws respecting the employment conditions of management personnel of the Board.



ANNEX

Note to the reader :

The following Annex is not an integral part of this code and is presented only to facilitate the complaint's process. The coordinates presented here will be updated when needed, with the authorization of the Director General.

Coordinates of the Associate Secretary General for a complaint by a person who is not an employee :

Office : 514 482-8220, # 302

Email : associatesecretarygeneral@kativik.qc.ca

