



**Les Savoirs guident nos Nations
Knowledge guides our Nations**

Code of Ethics

CODE OF ETHICS

The Code of Ethics is a guide to support and ensure appropriate attitudes and behaviours of the First Nations Adult Education School Council trustees and personnel (managers and employees), which include Adult Education Centre personnel (managers, administrators, teachers, support staff and other employees).

At the core of the Code of Ethics is the expectation that personnel will act with integrity, honesty, fairness and dignity in all their dealings with trustees, students, parents, peers, teachers, and staff.

This Code of Ethics does not replace, and only enhances, professional codes of conduct as established by professional orders within the province of Quebec.

1. GUIDELINES

- 1.1 The main goal is to ensure the educational well-being of adult learners attending any of the Adult Education Centres;
- 1.2 All professional relationships, communications and interventions with others are marked with mutual respect, honesty, aid, impartiality and are carried out in a teamwork spirit;
- 1.3 Professional image is maintained by dressing appropriately and using good judgement when expressing personal views concerning the policies and interests of the organization;
- 1.4 All School Council personnel must respect their duties which are entrusted by their immediate supervisors;
- 1.5 All School Council personnel are considered worthy, mature and autonomous.

2. COMMITMENT OF THE SCHOOL COUNCIL PERSONNEL

- 2.1 Respect and uphold the Law pertaining to public instruction as well as the specific requirements outlined in the agreement with the Ministry of Education, Sports and Leisure of Québec.
- 2.2 Provide advice and support in a fair manner;
- 2.3 Intervene in a respectful manner without abusing one's status or power;
- 2.4 Respect the goods, equipment and premises; ensure the safety of the work place by maintaining a welcoming and clean environment;

- 2.5 Establish and maintain professional relationships, characterized by respect, confidentiality and an absence of exploitation, by following the conditions related to the services, role and responsibilities of each individual;
- 2.6 Evaluate any request for assistance or information received, act upon it if within one's responsibilities, or refer, if necessary, to the appropriate resource;
- 2.7 Ensure confidentiality of information obtained in the exercise of one's functions;
- 2.8 Respect for confidential information extends beyond an individual's work contract. Upon termination or resignation, information obtained while employed at the Council must remain confidential;
- 2.9 Do not favour or promote certain individuals more than others;
- 2.10 Respect the dignity and rights of all;
- 2.11 In accordance with the Canadian Charter of Human Rights, practice non-discrimination in all respects: age, gender, race, religion, civil status, culture, sexual orientation, sexual identity, socioeconomic status, physical, psychological or social abilities, or any other personal characteristic;
- 2.12 Ensure respect for one's own privacy and for the privacy of others.

3. CONFLICT OF INTEREST

- 3.1 Have no ownership connection with a for profit company that provides goods or services to the School Council or other educational establishments;
- 3.2 Do not carry out work on one's own behalf or on behalf of a third party during working hours;
- 3.3 Make the necessary arrangements to avoid real or apparent conflicts of interest by not disclosing or using confidential or personal information;
- 3.4 All personnel is responsible for managing conflict of interest situations in order to ensure that behaviour and decision-making are not influenced by conflicting interests;
- 3.5 When preventing conflict of interest is not possible, a potential conflict must be declared;
- 3.6 Once declared, the individual must remove him or herself from a process or from making a decision involving the situation in which he or she is in conflict.

4. GIFTS

4.1 School Council personnel is under no circumstances to accept gifts valued at over \$50 from suppliers, parents, students or community members.

5. NON-COMPLIANCE

5.1 An employee who fails to comply with the provisions of this Code of Ethics will be subject to disciplinary action;

5.2 Disciplinary action will be sanctioned by a third party, to be appointed by the School Council, but who will not be a member of the school council or an employee thereof.

6. INTERPRETATION

6.1 Any employee who has doubts as to the conduct to adopt has the responsibility to discuss it with his immediate supervisor or with a member of the management in order to obtain the necessary clarifications prior to his actions.

I read the Code of Ethics, I understand it, and I agree to abide by it.

Signature

Title

Date