



## 402.2AP Staff Code of Conduct

**ADOPTED:** 1999.05.19  
**APPROVED:** 2018.10.17 (2018.05.16) (2016.03.16) (1999.05.19)  
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### LEGAL REFERENCE:

- School Act Section 18, 23
- School Act Section 35(1), 45.1(1), 196(1), 197
- Alberta Human Rights Act
- Canadian Charter of Rights and Freedoms
- Tobacco and Smoking Reduction Regulation

### CROSS REFERENCE:

- [401.2AP Bullying/Personal/Sexual Harassment](#)
  - [ATA Code of Professional Conduct](#)
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### PROCEDURES:

1. The Board expects that Jurisdiction employees shall:
  - perform their duties in accordance with jurisdiction policy, applicable employee collective/individual agreements and provincial and federal statutes;
  - not discriminate against, coerce, bully or harass a student or Jurisdiction employee on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation;
  - adhere to the legislation on matters related to bullying;
  - make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety;
  - promote socially responsible and respectful behavior among students and colleagues;
  - utilize language, educational resources and approaches that are inclusive, recognize diversity and promote respect;
  - refrain from directing students to programs or services that attempt to change a student's religious beliefs, cultural beliefs, gender, gender identity, gender expression or sexual orientation;

- deal considerately and justly with each student and seek to resolve problems according to law and jurisdiction policy;
  - be cognizant of the role model that they present to students;
  - endeavor to understand community cultures and the home environment of students;
  - not intentionally expose a student or jurisdiction employee to disparagement;
  - maintain confidentiality of information concerning students, jurisdiction employees, or the school jurisdiction, and disclose only if retaining such information would put the well-being of that person in jeopardy, or it serves a professional purpose, or is required by law;
  - manifest a positive role in school public relations;
  - only criticize the competence of another jurisdiction employee in confidence to proper officials **after** the other employee has been informed, in writing, of the issue/concern and has been given the opportunity to address the issue/concern;
  - apply for, accept, offer, or assign a position or a responsibility on the basis of qualifications;
  - adhere to the terms of a contract or appointment;
  - properly represent policies of the jurisdiction or school and clearly distinguish them from personal attitudes and opinions;
  - perform their duties in a manner which does not constitute a conflict of interest
  - deal with outside organizations in a professional manner
2. Buffalo Trail Public Schools is accountable to create a safe environment for students, families, staff, volunteers and members of the public. This duty includes ensuring there is no use of illegal substances in the workplace or misuse of substances before or during work hours that may impair an employee's ability to perform their work functions responsibly.
- i. All individuals working at Buffalo Trail Public Schools (including volunteers and contractors, sub-contractors or employees of contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, illegal substances, non-prescription drugs, prescribed medications, or any other substance that may impair judgment or performance.
  - ii. Buffalo Trail Public Schools has taken the position that the use of illegal substances, alcohol, tobacco or tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco, snuff, dip, snus) cannabis (in any form) or inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha) on the BTPS property or BTPS sanctioned events is not permitted.
    1. When there are concerns about an individual's ability to perform their job safely, supervisors are to be made aware and handle all situations promptly.
    2. Employees, contractors' or third party providers who are assessed and suspected to be impaired while at work will be sent home immediately. Transportation will be arranged

3. The supervisor is responsible for documenting any incidence of suspected impairment and deal with them as per BTPS Administrative Procedure 402.4 AP Employee Discipline.
    - iii. Employees are expected to inform their supervisor about their use of medication or prescription drugs that may compromise their safety or the safety of others, or impair their performance.
    - iv. Buffalo Trail Public Schools will provide support for employees by providing access to confidential assessment, counselling, treatment, and after-care services. Employees who have substance dependence are strongly encouraged to seek assistance through the Employee Assistance Program. All voluntary referrals to the Employee Assistance Program are kept confidential. Employees shall advise their supervisor whenever they have any concerns about their colleagues' fitness for duties. The Human Resource contact will work with the immediate supervisor to determine appropriate disciplinary action if necessary.
    - v. The supervisor will ensure adherence to reporting requirements with the appropriate licensing bodies.
3. The Board's expectations for employee conduct shall be communicated to all Jurisdiction employees.
4. Jurisdiction employees whose behavior is inconsistent with Board expectations may be subject to disciplinary action that may include termination.
5. Employees are expected to deal with concerns in accordance with jurisdiction policy and procedures.