



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: EMPLOYEE CODE OF CONDUCT

<b>Procedure No.</b>	HR-403-PR	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-GR-803
<b>Related Policy</b>	HR-403	<b>Effective Date:</b>	January 26, 2024 (R1)

## PROCEDURES

### 1.0 Review of Policy

- 1.1 Every employee is required to review the Employee Code of Conduct Policy (the Code) and to follow the established guiding principles.

### 2.0 Policy Compliance

- 2.1 College of the North Atlantic (CNA) employees' behaviour must be consistent with the Code and its related policies and procedures and all instances of inconsistent behavior must be reported.
- 2.2 Employees who are uncertain as to whether a particular course of action or decision is, or would be, contrary to the Code are expected to consult with a manager to obtain direction or guidance.
- 2.3 Behaviours inconsistent with the Code, and its related policies and procedures, may result in discipline under applicable policies and procedures and/or collective agreements.
- 2.4 The Code is not intended to respond to every possible issue that may arise in the course of an employee's daily duties and responsibilities.
- 2.5 Employees at all levels are expected to attempt to resolve issues in a fair and respectful manner, while considering informal processes first.

### **3.0 Supporting the Code**

- 3.1** Individuals may seek guidance from the Human Resources Department at any time as to what types of behavior are appropriate under the Code.
- 3.2** Individuals who are concerned that a CNA employee is engaging, or has engaged, in behavior contrary to the Code, may respectfully approach the employee and express their concern, if they are comfortable doing so. If the individual is uncomfortable doing so, the individual is expected to report the behavior to the immediate Manager and/or Campus Director.
- 3.3** Any employee reporting behavior in good faith will not be disadvantaged or lose their employment status by reporting their concerns, even when concerns cannot be substantiated. However, the willful misuse or abuse of the Code may be pursued as matters of discipline under applicable policies and procedures and/or collective agreements.

### **4.0 Confidentiality**

- 4.1** CNA will treat all reports regarding this Code as confidential. Employees must also maintain confidentiality.

### **5.0 Related Policies and Procedures**

- Access to Information Request, PA-601 and PA-601-PR
- Conflict of Interest, HR-401 and HR-401-PR
- Employee Discipline, HR-414 and HR-414-PR
- Harassment, PO-005 and PO-005-PR
- Occupational Health and Safety, HR-405
- Records and Information Management, PA-603 and PA-603-PR
- Respectful workplace, <https://www.gov.nl.ca/psc/rwp/>

- Social Media, PA-605

<b>Approval History</b>	
Ministerial Approval	July 9, 2020
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