



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EMPLOYEE CODE OF CONDUCT

Policy No.	HR-403	Division	Human Resources
Related Procedure	HR-403-PR	Board Policy Ref.	GP-GR-803
Related Policy	HR-401; HR-414; PO-005	Effective Date:	July 9, 2020

1. PURPOSE AND SCOPE

The Vision of the College of the North Atlantic (college) is to deliver the highest quality teaching and programming for its learners in Newfoundland and Labrador, as well as internationally. In turn, college employees are expected to maintain the highest standard of professional conduct consistent with the college's vision, [policies and procedures](#), and [Government policies](#).

This policy applies to all employees in the workplace.

2. COLLEGE VALUES

Values that underline the standards of conduct include:

Excellence – Each person is committed to do their best and support a culture of excellence.

Fairness – Each person is committed to acting with impartiality or free from bias.

Accountability – Each person follows through on their responsibilities.

Diversity – Each person values the inclusion of all individuals regardless of their differences.

Honesty and Integrity – Each person carries out their responsibilities with honesty and integrity.

Respect – Each person values individual dignity and communicates in a manner that shows consideration for all.

Transparency – Each person communicates in an open and truthful manner and is forthcoming in all information except where prohibited by legislation.

3. POLICY

College employees are expected to promote a respectful learning and working environment and act as an ambassador of the college while on campus premises, or when acting as a delegate or designated representative of the college and/or of a group participating in events held off college premises. Employees are expected to respectfully share information and opinions (including via the internet and social media) that could potentially affect the reputation of college colleagues and/or students.

College employees are expected to respect diversity, be civil and respectful to others, and provide for individual safety.

Professional Conduct

- Employees are expected to conduct all employment responsibilities in an honest and conscientious manner while adhering to all applicable laws;
- Employees are expected to respect and uphold the integrity and fairness in all undertakings and obligations;
- Employees are expected to respect and protect confidential information at all times;
- Employees are expected to not engage in any form of discrimination or harassment;
- Employees are expected to respect the health and safety of themselves, and others;
- Employees are expected to conduct and present themselves in a professional manner; and

- Employees are expected to be aware of college policies and procedures, including respectful workplace and harassment.

4. PROCEDURE

The Chief Operating Officer will ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Ministerial Approval	July 9, 2020