

## **401 CODE OF CONDUCT FOR NON-CERTIFICATED STAFF**

### **In relation to pupils:**

1. The staff member behaves in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, physical characteristics, age, ancestry or place of origin.
2. The staff member treats students with dignity and respect and is considerate of their circumstances.
3. The staff member may not divulge information about a student received in confidence or in the course of duties with the Canadian Rockies School Division, except as required by law.
4. The staff member behaves in a manner consistent with the Mission, Vision and Beliefs of the Canadian Rockies School Division, and those of the school to which the staff member has been assigned.
5. The staff member may not take advantage of a position with the Canadian Rockies School Division to profit from the sale of goods or services.

### **In relation to authorities:**

1. The staff member fulfills contractual obligations to the employer until released by mutual consent or according to law.
2. The staff member provides as much notice as possible of a decision to terminate employment.
3. The staff member adheres to agreements negotiated on their behalf by their CUPE local.

### **In relation to colleagues:**

1. The staff member fulfills contractual obligations to the employer until released by mutual consent or according to law.
2. The staff member provides as much notice as possible of a decision to terminate employment.

3. The staff member adheres to agreements negotiated on their behalf by their respective union or according to the conditions outlined in their contract.
4. If a staff member has a concern regarding a colleague, where feasible it is encouraged to be addressed first with the individual. If not resolved or if it is not feasible to address with the individual, the staff member shall share their concern, with their direct supervisor. If the concern is regarding their direct supervisor, the complaint may be directed to the Superintendent's office.

### **History**

Developed: August 2003  
Amended: April 2020