

## CODE OF CONDUCT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Human Resources

March 21, 2013

April 1, 2013

President and CEO

Executive Director, Workforce Development and Human Resources

Ravi Mahato Smarak Teachers Training College expects all members of the college community to engage in ethical behaviour in all aspects of college related activities. All Staff & Students are expected to share in preserving and enhancing the college's image and reputation.

The college is committed to high standards of conduct. This Code of Conduct Policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships.

The objective is employee conduct of the highest ethical caliber.

Authority to establish this policy is derived from the Ravi Mahato Smarak Teachers Training College Board of Governor's Policies:

- which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation, and which requires the President and CEO to establish policies and procedures to ensure that college Staff & Students comply with the college Code of Conduct.

The college considers it of utmost importance that Staff & Students make a conscientious effort to conduct business affairs and operations with integrity, courtesy, impartiality, dignity and in a manner aligned with college values.

The college Code of Conduct applies to all members of the college community. **Expectations** Staff & Students are expected to:

- Demonstrate respect for the dignity and individuality of all persons by:
  - promoting an environment that is free of any form of harassment or discrimination,
  - refusing to tolerate verbal or physical abuse or the threat of abuse,
  - refraining from behaviours that interfere with or disrupt the learning, living or work life of others,
  - treating confidential information appropriately, and
  - encouraging others to feel welcome and safe.
- Demonstrate a high standard of personal conduct at the college and in other activities related to the college by:
  - upholding the law,
  - refraining from behaviour that would bring the college into disrepute,
  - using good judgment and not engaging in inappropriate sexual.
  - refraining from inappropriate possession or consumption, or functioning under the influence of any intoxicating substance,
  - being reliable in my commitment to participate in work, study and related activities,
  - refraining from the use of a position of trust to receive special benefits or consideration, financial or material gain for myself or others,
  - appropriately using any real or perceived position of authority,
  - consistently practicing honesty in my academic or work life, and
  - supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment.
  - Respect college assets and the property of others by working to create an environment that treats these assets with respect and does not condone:
    - theft, vandalism or damage of property,
    - unauthorized use or entry to any space or property, and violation of civil or criminal statutes.
  - Practice integrity by supporting others in adherence to the college Code of Conduct by:

  
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- o recognizing how this policy is connected with a number of more in- depth college policies, procedures and provincial and federal legislation, and taking responsibility for learning how related legislation, policies and procedures apply to my situation.

Ravi Mahato Smarak Teachers Training College expects Staff & Students to:

- o conduct work relations openly, honestly and with respect and professionalism,
- o provide quality service to students, internal and external stakeholders, customers and clients,
- o ensure integrity and impartiality in decision making,
- o safeguard the property and assets of the college,
- o adhere to college policies procedures.

Clarification of the Code for select topics is provided below:

### **Personal Conduct and Conflict of Interest**

A conflict of interest arises in any situation where an employee's obligation to serve the best interest of the college could be affected by other motivation for the employee, such as self-interest, obligation or objective. Staff & Students must avoid situations where personal interests conflict or are perceived to conflict with the interests of the college.

Staff & Students are required to declare to a higher college official (someone at the Dean, Director, Vice President or President and CEO level) any actual or potential conflict of interest as described below. Deans and Directors so informed must make their Vice President aware. Vice President's so informed must make the President and CEO aware. If a conflict of interest pertains to the President and CEO then the Chair of the Board of Governors or external third-party (per Whistleblower Policy) should be made aware.


Staff & Students are required to recuse themselves from decisions in which an actual or perceived conflict of interest may exist.

Conflict of interest, includes but is not limited to:


- o a situation in which a person has a private, familial or personal interest that is sufficient to appear to influence the objective exercise of their professional duties, and
- o a situation where there is the potential for the personal and/or financial considerations of a person to be at odds with their public position.
- o Conflicts of interest occur when the interest of the member and the interests of the college are in conflict. Some examples include, but are not limited to, when members:
  - o accept material or financial benefit from a non-college organization for favouring or promoting that organization by virtue of their college position,
  - o undertake to influence college business to benefit personal interests or the interests of a family member or friend, i.e. in hiring decisions, awarding contracts, etc.,
  - o accept an executive appointment, employment or shares in any non- college organization which might reasonably expect them to disclose confidential or proprietary information to which they have access by virtue of their college appointments,
  - o accept without written authorization, a research grant or contract from any organization from which they receive, or may subsequently receive, direct or indirect benefits as an executive officer or major shareholder,
  - o undertake to direct, manage or participate in any non-college activities where such activity would conflict with the full-time employment effort they would otherwise be expected to dedicate to college activities, and
  - o employ their students in any commercial venture related to the students study or research, or proceed to commercialize the results of the students' work, where such activities would infringe on the students' rights to complete the program of study for which they are registered and to publicize freely their findings.

Staff & Students should not gain personal financial benefit directly or indirectly (through a spouse, partner, child, relative or associate) by use of their position or college information obtained in the course of their employment including:

- o an employee participates in any outside activity which detracts from the employee's ability to perform work related duties with Ravi Mahato Smarak Teachers Training College,
- o an employee obtains an unauthorized material benefit from a transaction between the

  
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- college and another individual or company,
- an employee competes against the college by selling, consulting, operating or maintaining any product or service which is offered by the college,
  - an employee enters into a relationship with a superior or subordinate that may result in personal gain or undue favour to the employee in the workplace, and
  - an employee accepts a position as a member of a Board of Directors or an Officer of a competitor of the college unless approved by the Ravi Mahato Smarak Teachers Training College.

  
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Teacher's Training (b.ed.) College  
Mahuda, Dhanbad