

## SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

### 532 – Respectful Workplace & Employee Code of Conduct

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#### 1 General

1.1 The Board is committed to maintaining a respectful, professional, ethical workplace.

1.2 [The purpose of this policy is to:](#)

1.2.1 Define expectations for respectful conduct in the workplace.

1.2.2 Promote a culture of inclusivity, respect, and collaboration.

[1.2.3 Safeguard the rights and well-being of students, employees, and community members.](#)

[1.2.4 Encourage employees to take advantage of health and wellness resources provided by the district.](#)

[1.2.5 To provide clear direction on how to respond to or report concerns.](#)

1.3 This policy applies to all district workers, including permanent, temporary and part-time employees, contract staff and volunteers ("**Personnel and Volunteers**").

#### 2 Requirements and Expectations

2.1 All Personnel and Volunteers are expected to:

##### *Respectful and Inclusive Workplace*

2.1.1 Engage with students, colleagues, and the public, showing respect, empathy, and courtesy.

2.1.2 Foster a work environment free from discrimination, harassment, and bullying, [including verbal or physical harassment, offensive jokes, inappropriate digital communication, and exclusionary practices based on identity or background.](#)

2.1.3 Demonstrate cultural sensitivity, respecting individual differences and backgrounds.

##### *Professionalism and Integrity*

2.1.4 Perform duties with honesty, integrity, and a focus on excellence.

2.1.5 Use district resources and property responsibly.

[Related Policies or Protocols: Policy 540 – Public Interest Disclosure](#)

Related Legislation: the [Public Interest Disclosure Act](#), the [Freedom of Information and Protection of Privacy Act](#), the [BC Human Rights Code](#), [Worksafe BC Regulations & Policies](#).

Adopted or Amended: November 25, 2014, December 6, 2016, January 21, [2024/2025](#)

- 2.1.6 Conduct themselves in ways that protect and enhance the district's reputation.

#### *Student Safety, Positive Relationships and Boundaries*

- 2.1.7 Maintain an environment that prioritizes student safety and well-being. This includes recognizing and addressing bullying, harassment, or any behaviour that could harm a student's mental or physical health.
- 2.1.8 Maintain professional boundaries and relationships that support a positive learning and working environment.
- 2.1.9 Understand how power dynamics impact interactions with students and colleagues.
- 2.1.10 Avoid favouritism or perceived bias.
- 2.1.11 Act as a role model for students, maintaining clear boundaries between professional and personal relationships.

#### *Conflict of Interest*

- 2.1.12 Prevent conflicts of interest by disclosing any situation where personal interests may influence professional duties.
- 2.1.13 Not accept gifts or favours that could compromise their impartiality.

#### *Confidentiality*

- 2.1.14 Protect the confidentiality of sensitive information.
- 2.1.15 Maintain the privacy of students, families, and colleagues.
- 2.1.16 Only use confidential information for legitimate work-related purposes.
- 2.1.17 Refrain from disclosing sensitive district information without authorization.

#### *Digital Conduct and Use of Technology and Social Media*

- 2.1.18 Use technology and social media responsibly, protecting the district's digital assets.
- 2.1.19 Use professional judgment when communicating with students and parents on digital platforms, ensuring respectful and appropriate interactions.
- 2.1.20 Refrain from sharing or posting inappropriate content or confidential information.

#### *Adherence to Policies and Laws*

- 2.1.21 Comply with all Board policies and relevant laws and regulations.

[Related Policies or Protocols: Policy 540 – Public Interest Disclosure](#)

Related Legislation: the [Public Interest Disclosure Act](#), the [Freedom of Information and Protection of Privacy Act](#), the [BC Human Rights Code](#), [Worksafe BC Regulations & Policies](#).

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- 2.1.22 Participate in training sessions to stay current with Board policies, protocols and practices.

### Mental Health Support for Employees

~~The Board recognizes the importance of mental health in maintaining a productive and respectful workplace. Employees are encouraged to access mental health resources provided by the district.~~

## 3 Responding to Concerns

- 3.1 Personnel and Volunteers should initially report concerns to their immediate supervisor (e.g., Principal or Vice-Principal). If the concern involves the immediate supervisor, reports may be made to a District Manager, the Superintendent, or the Chair of the Board of Education
- 3.2 Personnel and Volunteers are expected to report:
- 3.2.1 Observed or reported concerns related to student welfare to the appropriate authority immediately.
  - 3.2.2 Violations of Board policies, ~~illegal activities~~, or conduct that may harm the respectful culture the district strives to maintain.
  - 3.2.3 Other observed or reported unlawful acts or wrongdoing, including as described in the Board's Public Interest Disclosure Policy.
- 3.3 Personnel and Volunteers who report concerns in good faith are protected under the Board's Public Interest Disclosure Policy and applicable legislation. The district is committed to safeguarding the confidentiality of whistleblowers and protecting them from retaliation.
- 3.4 Reports and complaints will be addressed through a structured process that includes:
- 3.4.1 Acknowledgment: The concern will be acknowledged promptly.
  - 3.4.2 Investigation: A fair and unbiased investigation will be conducted, ensuring confidentiality and protection from retaliation.
  - 3.4.3 Outcome: Resolutions, including restorative practices or disciplinary actions, will be communicated to relevant parties within a reasonable timeline.

Related Policies or Protocols: Policy 540 – Public Interest Disclosure

Related Legislation: the Public Interest Disclosure Act, the Freedom of Information and Protection of Privacy Act, the BC Human Rights Code, Worksafe BC Regulations & Policies.

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#### 4 Authorization

- 4.1 The Superintendent is authorized and responsible for establishing protocols to ~~that:~~  
~~Foster a respectful workplace that~~ implement the standards of conduct outlined in this policy for all employees, contractors and volunteers, to foster a respectful, professional and ethical workplace.

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