

SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

532 – Respectful Workplace & Employee Code of Conduct

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.
- 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.
- 2.1.21

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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Adherence to Policies and Laws

- 2.1.22 Comply with all Board policies and relevant laws and regulations.
- 2.1.23 Participate in training sessions to stay current with Board policies, protocols and practices.

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, 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.

4 Authorization

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

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