

Name: _____

Position: _____

Date: _____

UNBC - CODE OF CONDUCT

UNBC Employees are expected to demonstrate honesty, integrity and impartiality in carrying out their duties. Employee conduct should instill confidence and trust and not bring the University into disrepute.

UNBC Employees are expected to treat each other with respect and dignity and must not engage in discriminatory conduct.

UNBC Employees must avoid creating, whether intentionally, recklessly, or negligently, circumstances which endanger the health, safety, or welfare of another person, or which may cause damage or loss to the facilities or property of the University.

This Code applies to all UNBC employees. With respect to Executive Employees, where this Code prescribes a “duty to disclose or report”, such report shall be made to the President, and in the case of the President, to the Chair of the Board of Governors.

CONFLICT OF INTEREST AND IMPARTIALITY

General

Employees must act honestly and in good faith and place the interests of the University ahead of their own private interests. A **conflict of interest** occurs when an employee’s private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee’s duties or responsibilities, in such a way that the employee’s ability to act in the University’s best interest could be impaired, or the employee’s actions or conduct could undermine or compromise confidence in the employee’s ability to discharge work responsibilities.

Upon appointment to UNBC, employees must arrange their private affairs in a manner that

will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their Manager.

Conflict of Commitment - Outside Remunerative and Volunteer Work

Employees may hold jobs outside of the University, carry on a business, receive remuneration for outside activities, or engage in volunteer activities, provided these activities do not interfere with the performance of their duties as a UNBC employee, bring UNBC into disrepute, create a conflict of interest or involve the unauthorized use of work time or UNBC premises, services, equipment, or supplies.

Employment and Working Relationships

An Employee involved in a personal or business relationship outside of work which would reasonably compromise objectivity or the perception of objectivity, in recruitment, hiring, performance evaluation or other Human Resources decisions with respect to another person, has a duty to disclose such relationship to their Manager or the Director of Human Resources. The Director of Human Resources, along with the Vice-President responsible for the area in which the hiring or decision will have an impact, will decide whether the Employee may participate in a decision, whether the conflict is an impediment to hiring or a specific placement, and how and whether the conflict can be accommodated.

Acceptance of Gifts

Acceptance of gifts, entertainment or other benefits from individuals or organizations that do business with the University is prohibited.

The exchange or receipt of modest hospitality or tokens of appreciation between persons doing business together, in appreciation for participation in an event or presentation, or as part of a protocol, may be acceptable, provided the recipient is not influenced, or might reasonably be deemed by others to be influenced, in their decision making, by receipt of the gift, entertainment or benefit.

When in doubt, an Employee should consult with their Manager.

Political Activity

UNBC employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office.

However, if engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities as an Employee of UNBC. Employees must not engage in political activities during working hours or use University facilities, equipment, or resources in support of these activities.



CONFIDENTIALITY

UNBC has and will maintain in place policies to protect the privacy of personal information and the confidentiality of corporate records, consistent with the *BC Freedom of Information and Protection of Privacy Act*. It is the responsibility of all Employees to be aware of, and adhere to any laws enacted or policies, guidelines and protocols put in place by UNBC, to protect the privacy of personal information and preserve the confidentiality of corporate records.

In keeping with the law and UNBC policies, confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information.

Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of the University and continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

Employees who become aware of a breach of confidentiality or any loss or unauthorized sharing of personal information or corporate records, has a duty to immediately notify their Manager, as well as the person identified by UNBC to act as its Freedom of Information and Protection of Privacy Officer.



PUBLIC COMMENTS

Only employees expressly authorized to make official representations on behalf of UNBC may do so. Employees must not jeopardize the perception of impartiality in the performance of their duties by making public comments or entering into public debate regarding UNBC policies. UNBC employees must not use their position at the University to lend weight to the public expression of their personal opinions.



CONDUCT TOWARDS OTHERS

As a minimum standard, Employees must not engage in discriminatory behavior. The prohibited grounds under the Human Rights Code are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of UNBC Employees in the workplace must meet acceptable social and legal standards and must contribute to a positive work environment. Bullying, harassment, or any other inappropriate conduct will not be tolerated.

All employees have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

An Employee who becomes aware of a threat of violence must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees have a duty to report any incident of discriminatory behavior, bullying, harassment, or violence.

Employees also have a duty to report any safety hazards or unsafe conditions or acts observed, in accordance with the provisions of the WorkSafeBC *Occupational Health and Safety Regulations*.



DUTY TO REPORT CONTRAVENTION OF THE LAW AND MISUSE OF FUNDS OR ASSETS

Employees have a duty to report any situation relevant to UNBC that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment.

Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law.

No Discipline or Reprisals for Good Faith Reporting

Employees will not be subject to discipline for bringing forward to their Manager, in good faith, allegations of wrongdoing in accordance with this Code of Conduct.

COMPLIANCE IS A CONDITION OF EMPLOYMENT

The requirement to comply with this Code of Conduct is a condition of employment.

Employees who fail to comply with this Code may be subject to disciplinary action, which, dependent on the severity of the breach, may include dismissal.

I have read, and I understand the standard, and accept the obligations contained in this Code of Conduct.

Further, I understand that my legal obligations with respect to confidentiality and the protection of privacy survive the termination of my employment at UNBC.

Name: _____

Position: _____

Signature: _____

Witness: _____

Signature: _____