 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	HR-08	Board of Directors
	Policy Name	Approval Date
	Employee Standard of Conduct	November 3, 2017
	Responsible	Scheduled Review
	Executive Director	November 2018

Purpose

The purpose of this policy is to establish the standards of conduct that employees of the Capilano Students' Union are expected to exhibit in the performance of their duties, such that employee conduct inspires trust and confidence by the board and our members in the operations of the student society.

Scope

This policy applies to all employees (including managers and supervisors).

Principles

Confidentiality

Confidential information that employees receive through their role at the Capilano Students' Union must not be disclosed, released, or sent to anyone who is not authorized to access that information. Employees with care over personal or sensitive information must handle that information, electronic media, and electronic devices in accordance with our [privacy policy](#). Confidential information that employees receive through employment must not be used to further that employee's private interests or personal gains.

Any discussions at an *in camera* meeting of the board, the executive committee, a standing committee, or information disclosed in a private meeting that should be kept confidential, must not be disclosed to any other person without a resolution of the body in question, or the authorization of the executive director.

Public Comments

Employees may comment on public issues, but must not engage in an activity or speak publicly where this could be perceived as an official statement, representation, or act by the Capilano Students' Union, unless the employee is authorized to act as spokesperson.


Political and Partisan Activities

Employees are encouraged to be politically engaged – we are, after all, an advocacy organization for student issues. However, employees' political and partisan activities should be clearly separated and distinguished from their employment with the Capilano Students' Union.

Workplace Behaviour

Employees are expected to treat one another with respect, dignity, and courtesy, and must not engage in discriminatory behaviour prohibited by the *Human Rights Code*. Employees are expected to contribute to a positive working environment. Behaviour that violates the [harassment-free workplace policy](#) or any other behaviour that compromises the integrity of the Capilano Students' Union will not be tolerated.

Employees have the right to expect, and the duty to contribute to, the safety of the workplace. Violence in the workplace is unacceptable, and this includes the use or the threat of using physical violence that

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causes or could cause injury. An employee must report any incident of violence, and any employee who becomes aware of the threat of violence must report it under our [violence-free workplace policy](#).

Employees who become aware of a hazard or an unsafe working condition are expected to report that hazard or condition to their supervisor or the executive director under our [health and safety procedures](#).

Conflicts of Interest

Employees must not participate in a discussion at the board, the executive committee, a standing committee, or in private where that discussion relates to a matter in which the employee is in a real or apparent conflict of interest. Should such a situation arise, the employee is expected to immediately disclose the real or apparent conflict of interest to the executive director or to the executive director's designate, and to recuse themselves from any future discussion on the issue (including being physically absent from those discussions).

An employee has a conflict of interest when their private or personal affairs, or financial interests, come into conflict with their employment responsibilities such that the employee's ability to act in the best interests of the Capilano Students' Union could be impaired, or the employee's actions or conduct could compromise the confidence and trust that the board, the members, and the public place in the Capilano Students' Union and in the employee's ability to discharge their responsibilities.


Employees must not use their employment to influence any decision to be made by another person, including decisions for or on behalf of the Capilano Students' Union, for the purpose of advancing the employee's private, personal, or financial interests. Private interests, for this purpose, include private interests of companions, business associates, or close personal friends.

An employee must not accept a fee, gift, personal benefit, or hospitality offered or tendered to them by virtue of their employment, unless the same has been authorized by the executive director (or, in the case of the executive director, unless authorized by the vice-president finance and services). This does not apply for the benefit is incidental to appropriate social protocol. When in doubt, employees should consult the executive director to determine how to appropriately apply this standard.

Allegations of Wrongdoing

Employees have a duty to report any situation relevant to the Capilano Students' Union that they believe violates the law, misuses assets or funds, or represents a danger to the health and safety of our members, the public, or the environment. Employees can expect any such disclosures to be treated with confidence, unless the disclosure of information is authorized or required by law (e.g., the *Personal Information Protection Act*). Employees will not be subjected to discipline or retaliation for bringing forward to the executive director, in good faith, allegations of wrongdoing in accordance with this policy statement.

Any such allegation must be made to the executive director or, if the executive director is the subject of the allegation, then to the vice-president finance and services. Where an employee believes that the matter requires a resolution and it has not been reasonably addressed by management, then the

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employee must forward the matter to the president for the consideration of the executive committee or board.

Allegations that relate to the interpretation or implementation of the collective agreement are not affected by this policy statement, and should be resolved instead through the procedure for the adjustment of complaints set out in the collective agreement between the employer and the union.

Working Relationships

Employees involved in a personal relationship outside of work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship with one another. As an example, employees who are direct relatives or who permanently reside with one another shall not be placed into situations where one employee has influence, input, or decision-making power over another employee's performance evaluation, wages and benefits, conditions of work, etc., or where that working relationship could present an opportunity for collusion detrimental to the employer's interests.

Responsibilities

Executive Director

The executive director is accountable to the board for ensuring that Capilano Students' Union employees, collectively, act in accordance with these standards of conduct. In particular, the executive director must:

- Advise employees of these standards of conduct and consequences for non-compliance.
- Promote a work environment that is free from discrimination and inappropriate behaviour.
- Address breaches of this policy with appropriate and informed action based upon the facts.
- Coordinate the development of awareness training and communications to advance this policy.

Employees

Employees (including the executive director) must:


- Disclose and resolve any conflicts of interest in which they find themselves.
- Maintain appropriate workplace behaviour.
- Avoid engaging in discriminatory or inappropriate conduct.
- Check with their supervisor when they are unsure about the standards of conduct.

Delegation

The board delegates the administration of this policy, and the authority to create code of conduct procedures and programs to support and advance this policy, to the executive director.

Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

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Related Laws, Policies, and Procedures

[Policy HR-02: Violence-free Workplace Policy](#) (Capilano Students' Union)

[Policy HR-03: Harassment-free Workplace Policy](#) (Capilano Students' Union)

[Policy PR-01: Privacy Policy](#) (Capilano Students' Union)

[Procedures HR-01-P: Health and Safety](#) (Capilano Students' Union)

[Employee Standard of Conduct Acknowledgement](#) (Capilano Students' Union)

Endorsement

Christopher Girodat
Executive Director

Perry Safari
VP Finance & Services