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Standards of Employee Conduct and Conflict of Interest

January 01st, 2012

Policy

Name of Policy

Implementation Date

Director Administration

July 01st, 2023

Position Responsible

Date of Last Revision

Standards of Employee Conduct and Conflict of Interest Policy

Having a comprehensive Standards of Employee Conduct and Conflict of Interest Policy is essential for fostering a positive work environment and maintaining ethical behaviour within the workplace.

I. Purpose

The purpose of this policy is to establish clear guidelines for employee conduct and to manage and mitigate conflicts of interest within ACE Community College (ACC).

II. Scope

This policy applies to all employees, including but not limited to full-time, part-time, temporary, and contract employees, as well as consultants and volunteers.

III. Employee Conduct

A. Professionalism and Ethical Behavior

1. **Integrity:** Employees are expected to act with integrity, honesty, and in an ethical manner at all times.
2. **Respect:** Treat colleagues, clients, and all stakeholders with respect and courtesy, fostering a positive and inclusive workplace.
3. **Confidentiality:** Safeguard confidential information and respect the privacy of colleagues, clients, and the organization.
4. **Compliance:** Adhere to all applicable laws, regulations, and company policies.
5. **Workplace Violence:** Refrain from any form of violence, threats, or harassment in the workplace.

B. Use of Company Resources

1. **Company Property:** Use company property and resources responsibly and only for legitimate business purposes.
2. **Internet and Email Usage:** Exercise discretion and follow company guidelines when using the internet and company email systems.
3. **Social Media:** Represent the company professionally on social media, refraining from posting inappropriate or damaging content.

IV. Conflict of Interest

A. Definition: A conflict of interest arises when an employee's personal interests interfere or appear to interfere with the employee's ability to act in the best interest of the company.

B. Disclosure

1. **Prompt Disclosure:** Employees must promptly disclose any potential or actual conflicts of interest to their supervisor or the designated point of contact.
2. **Annual Disclosure:** Employees are required to submit an annual disclosure of any potential conflicts of interest.

C. Actions to Mitigate Conflicts

1. **Recusal:** Employees with a conflict of interest may be required to recuse themselves from certain decision-making processes or activities.
2. **Mitigation Plans:** In some cases, employees and the company may work together to develop mitigation plans to address conflicts of interest.

D. Consequences of Non-Disclosure

Failure to disclose conflicts of interest may result in disciplinary action, up to and including termination of employment.

V. Reporting Violations

Employees are encouraged to report any violations of this policy to their supervisor, human resources, or another designated point of contact.

VI. Review and Updates

This policy will be reviewed periodically and updated as necessary to ensure its continued effectiveness and compliance with applicable laws.

VII. Acknowledgment

All employees are required to sign an acknowledgment form indicating their understanding and agreement to comply with this Standards of Employee Conduct and Conflict of Interest Policy.