

**Standard of Employee Conduct and Conflict of Interest**

Name of Policy

**January 01<sup>st</sup>, 2008**

Implementation Date

**Senior Education Administrator**

Position(s) Responsible

**January 31<sup>st</sup>, 2024**

Date of Last Revision

**Policy on Standards of Employee Conduct and Conflict of Interest**

**Introduction:**

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.

**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).

**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.

**Employee Conduct**

**A. Professionalism and Ethical Behavior**

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

**B. Use of Company Resources**

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

## **Conflict of Interest**

### **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.

### **Disclosure**

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

### **Actions to Mitigate Conflicts**

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

### **Consequences of Non-Disclosure**

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

### **Reporting Violations**

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

### **Review and Updates**

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

### **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.