

<b>Title</b>	<b>Ethical Conduct</b>
<b>Number</b>	<b>B3003</b>
<b>Category</b>	<b>Administration</b>

## 1. PURPOSE

To set out principles and standards of ethical conduct expected of all Langara College employees.

## 2. DEFINITIONS

**College resources** – College-owned facilities, services, equipment, supplies.

**Conflict of interest** – shall be deemed to have occurred when an employee takes undue advantage of his/her College position to, directly or indirectly, benefit themselves, relatives or friends.

**Family** – spouse, sibling, parent (including in-laws).

**Gifts** – favours, services, entertainment or other complimentary items.

**Immediate supervisor** – individual who has direct supervision for employee or department.

**Outside entity** – individual or entity other than a public sector employer, as defined in Sector 1 of the Public Sector Employers Act.

**Personal relationship** – conduct that goes beyond the normal level of a relationship between a student and employee that is ordinarily present in an academic setting and includes, but is not limited to, close friendships and romantic and/or sexual relationships.

**Relative** – individual who is connected by blood or marriage.

**Senior leader** – individual who is employed by Langara College as President, Vice-President, or Associate Vice-President.

## 3. POLICY

3.1. Langara College is committed to creating a working environment rooted by integrity and accountability, ensuring that all employees act in an honest and ethical manner at all times.

3.2. Employees are expected to act in full compliance of all applicable laws.

- 3.3. This policy and its procedures will not interfere with the rights and obligations specified in collective agreements or terms of employment governing Langara College employees, and where an inconsistency exists, the applicable collective agreement shall prevail to the extent of the inconsistency.

**Conflict of Interest**

- 3.4. Employees shall conduct themselves in a manner that will avoid potential conflict of interest.
- 3.5. An employee shall not use his/her position with the College to pursue or advance personal interests, the interests of a family member, relative, or friend.
- 3.6. All perceived or real conflicts of interest will be disclosed, in writing, to the Associate Vice-President, Human Resources.

**Gift Acceptance**

- 3.7. Gifts may be accepted in the normal protocol, hospitality or customary exchange of established business relations.
- 3.8. Gifts may not be accepted if it creates a sense of obligation or gives the appearance of undue influence.
- 3.9. Employees are required to disclose the receipt of permissible gifts whose value exceeds \$200 (CAN) to their immediate supervisor.

**Use of College Resources**

- 3.10. Incidental personal use of College resources is acceptable within the following conditions:
- a. is infrequent and brief;
  - b. does not have a negative impact on overall employee productivity;
  - c. does not interfere with the normal operations of the College; and
  - d. does not compromise the College in any way.

- 3.11. Employees will not use College letterhead or forms for private use.
- 3.12. Employees will reimburse the College for expenses incurred through the use of College resources.

**Employment of Relatives**

- 3.13. Employees will not be placed in employment positions where a conflict of interest may occur or may be perceived to occur as a result of a family relationship.

- 3.14. Employees will not participate in the selection, appointment, supervision, or evaluation of an individual with whom there is a family relationship, unless participation is required in order to meet the operational needs of the College and there are sufficient safeguards in place to ensure that the College's interests are not compromised.
- 3.15. An employee will be transferred to a different department in the event that a direct (one level) workplace reporting relationship is created between individuals with a family relationship.

### **Workplace Relationships**

- 3.16. Employees are encouraged to develop social relationships in the workplace provided that these relationships do not interfere with the work performance or the effective functioning of the workplace.
- 3.17. Employees engaged in social relationships with co-workers are responsible to ensure that the relationship does not raise concerns about the abuse of power, harassment, favouritism, bias or conflict of interest.
- 3.18. Employees shall not become involved in a business or personal relationship with a student with whom there is influence, input or decision-making, for the duration of the professional relationship.

### **Outside Remuneration**

- 3.19. An employee may engage in remunerative employment outside of the College, including business ownership, provided that such action does not:
  - a. interfere with the performance of duties as an employee;
  - b. represent a conflict of interest;
  - c. appear to be affiliated with the College; and
  - d. involve the use of any College resources without prior approval from the Associate Vice-President, Human Resources.

### **Post-Employment Restrictions for Senior Leaders**

- 3.20. If a senior leader has had substantial involvement in dealings with an outside entity on behalf of the College at any time during the year immediately preceding the end of his/her employment with the College then, for one (1) year after the end of his/her employment, the senior leader must not:
  - a. accept an offer of employment, contract to provide services, or appointment to the board of directors from that outside entity; or
  - b. provide consulting or other services to the outside entity that relates to its dealings with the College.

- 3.21. The one (1) year limitation as set in section 3.20 may be reduced upon application by the President (or the Board of Governors in the case of the President), after consideration of the following:
- a. circumstances under which the senior leader's employment ended;
  - b. senior leader's general employment prospects;
  - c. significance of information that the senior leader possessed by virtue of his/her position at College, with relation to the College;
  - d. desirability of a rapid transfer of the senior leader's skills to another employer;
  - e. degree to which the new employer might gain unfair commercial advantage by hiring the senior leader;
  - f. authority and influence that the senior leader possessed while employed by the College; and
  - g. disposition of other cases.
- 3.22. The decision of the President (or Board of Governors in the instance of the President) to reduce the one (1) year restriction in accordance with section 3.21 shall be issued in writing within ten (10) working days of receipt of the application.
- 3.23. If the President reduces the one (1) year restriction for a Vice-President or Associate Vice-President, the President shall report the change to the Board of Governors at its next regularly scheduled meeting.

### **Privacy and Confidentiality**

- 3.24. The College will have policy and procedures in place to protect the personal privacy in accordance with the BC Freedom of Information and Protection of Privacy Act.
- 3.25. Employees shall not disclose or use confidential or proprietary information gained by virtue of their association with the College for personal gain, or to benefit family, relatives, or friends at any time, including post-employment.

### **Compliance and Reporting**

- 3.26. Compliance with this policy is a condition of employment for all employees.
- 3.27. Reports of policy violation will be made to the College's Compliance Officer in accordance to Board Policy 465 - Protected Disclosure.

## **4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Associate Vice-President, Human Resources.

**5. REGULATIONS/PROCEDURES/RELATED POLICIES**

B5008 - Privacy, Access and Confidentiality (under development)

Policy D1007 - Respectful Workplace

History/Revision	
Origination Date	March 1995 – Policy 4.1.0.3. January 1983 – Policy 4.1.1.2.
Amendment Date(s)	December 2, 2014
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