

## **STAFF CODE OF CONDUCT**

A positive learning environment, where employees are unencumbered in performing their duties for the benefit of students, is a prerequisite to an effective school system. Respect for self and others, contributing to the common good, accepting accountability for one's own actions, seeking and granting forgiveness, acting morally, ethically and legally as a person formed in the image of God, and the promotion of self-discipline are behaviours integral to fulfilling the mission of Holy Spirit Catholic Schools. Catholic schools are mandated to provide to their students a fully-permeated Catholic education that is Christ-centred, an instrument of the Catholic Church, dedicated to the development of the students as a whole person, mentally, physically, and spiritually. Since Catholic schools exist to affirm the growth and worth of people, and model for students' social and human relationships that will fulfill this outcome, a standard for the code of conduct of employees is of utmost importance.

It is from this foundation that a distinctive vision of the call for desired behaviours of employees within our Catholic schools develops and emerges. As Pope John Paul II reminds us:

*Community is at the heart of all Catholic education, not simply as a concept to be taught, but a reality to be lived. (To Teach as Jesus Did, 1972, #23)*

To this end, everyone employed by the Board within the Holy Spirit Catholic School Division has the responsibility to:

1. Support achieving the mission and educational goals established by the division and the school.
2. Convey through word and action respect for the legitimate actions and responsibilities of students, parents, teachers, support staff, trustees, administrators, and all other employees.
3. Understand the organizational structure of the school division, the rationale for inherent authority within this structure, and communication and actions that are necessary to preserve its purpose.
4. Act within the school division's Communication Protocol (See Policy 3, Appendix B).
5. Exhibit professional behaviour by showing positive examples of preparedness, communication, punctuality, attendance, language, and appearance.
6. Maintain a safe and caring learning environment for all, free from all types of harassment, intimidation, bullying, substance abuse, physical violence, mental or emotional abuse, and/or any other forms of inappropriate conduct.
7. Ensure actions and language are free from bias or discrimination towards (but not limited to) race, religious beliefs, colour, gender, sexual orientation or identity, physical or mental limitations, ancestry / place of origin, marital status of parents or family circumstances.

8. Act within the employment standards prescribed by legislation, contracts of employment, affiliated professional associations, and the divisional policy / administrative procedure framework.
9. Conduct oneself so as to sustain a positive and hopeful view of the work of others, so as to further the greater objective of employees being unencumbered in the pursuit of their goals, roles, and responsibilities.

**Legal References:** *Sections 33, 198, 201, 218, Education Act*  
*ATA Code of Conduct*  
*Employment Standards Code*  
*Section 23, Teaching Profession Act*  
*Canadian Charter of Rights and Freedoms*  
*Supporting Safe, Secure and Caring Schools in Alberta (1999)*