
Standard Number:	5005	Effective Date:	Jan 1, 2024
Standard Title:	Employee Conduct	Last Updated:	Dec 6, 2023
Standard Category:	Human Resources	Next Review Date:	July, 2025

Purpose

Ridge Meadows College expects the highest standards of conduct from employees. This standard identifies employee behavior expectations. Employees are expected to comply with the principles expressed in this standard and to generally exhibit these qualities and values within their daily activities as they relate to college business.

Definitions

Confidential Information: Information that is accessible to an employee during the course of their employment and not generally known to those outside the college.

Employee: An employee of School District No. 42 and/or Ridge Meadows College, including but not limited to staff, instructors and paid contractors.

Personal Information: Recorded information about an identifiable individual but excludes a person's business contact information.

Statement

School District No. 42 and Ridge Meadows College are publicly operated and as such employees are held to a high standard of accountability and professionalism.

Confidential Information

Employees have access to and are entrusted with confidential information during the course of their duties. All employees are responsible to ensure confidential information is protected from unauthorized access, use and disclosure. Employees must:

1. Ensure all confidential information is held in confidence and not discuss, communicate or transmit confidential information to unauthorized parties.
2. Confidential information should not be shared, even with authorized parties, unless there is an administrative or work related need to do so.
3. Not make unauthorized copies of confidential information

4. Return all confidential information to the college (such as information stored on an electronic device) when the employee's employment with the college ends.

Any concerns of potential misuse or breach of best practices regarding confidential information should be shared with School District No. 42's Privacy Officer at privacy@sd42.ca.

All confidential and personal information should be handled as per Standard 6401 – Information Privacy.

Non-Solicitation

Employees acknowledge that they may develop close relationships with other employees or students at the college and that the business and goodwill of the college depends upon the development and maintenance of such relationships. Employees acknowledge that the preservation of such goodwill and the protection of such relationships with employees and students are the proprietary rights the college is entitled to protect.

While employed by the college, or for a period of 12 months following the end of employment (unless an alternate timeline is specified in an employee contract), employees will not, whether individually or in partnership, or jointly, or in conjunction with any person or persons, as principal, agent, shareholder, officer, employee or in any other manner whatsoever:

1. solicit any student of the college to
 - a. purchase products or services of a nature or kind sold or supplied by the college, from any person or entity other than the college; or
 - b. transfer their business from the college to any other person or entity; or
2. seek in any way to persuade or entice any employee of the College to leave his or her employment with the college or the college.

Use of College Property and Resources

RMC and School District property and resources are intended to be used for college assigned purposes including, teaching, learning, research and administrative purposes. Employees are expected to use college resources responsibly, safely and professionally for valid work-related purposes.

The use of technological devices is outlined in Standard 5004 – Information Technology Appropriate Use.

Inclusion and Respectful Treatment

Employees should at all times treat students, other employees and members of the general public respectfully and in accordance with Standards 5007 – Inclusion, 5008 – Respectful Treatment, and 5009 – Sexual Orientation and Gender Identity or Expression.

Related Standards

- 4006 – Student Code of Conduct

- 5002 – Instructor Hiring and Performance Evaluation
- 5004 – Information Technology Appropriate use
- 5006 – Conflict of Interest
- 5007 – Inclusion
- 5008 – Respectful Treatment
- 5009 – Sexual Orientation and Gender Identity or Expression
- 5010 – Sexual violence and Misconduct
- 5011 – Accessibility
- 6501 – Information Privacy