

Policy Number:	8003
Policy Title:	Standard of Conduct
Approved by:	President
Approval date:	May 07, 2021
Effective date:	May 07, 2021
Review date:	N/A
Next review date:	May 2024

Policy Statement

This Code of Conduct (this “**Code**”) outlines the standards of conduct University Canada West (the “**University**”) expects of its employees.

Purpose

These standards of conduct are aimed at protecting and preserving the good name and reputation of the University, and upholding the highest degree of honesty and integrity. The University expects the highest standards of conduct from its employees and considers these standards of paramount importance to its business operations.

The University is committed to conducting its business in an open, transparent and ethical manner. This is accomplished by creating and maintaining a workplace that is built on trust, honesty and integrity in all our business practices.

Scope

This Code applies to all employees of the University, including administrators, faculty and staff.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Personal Interest	means an interest that arises from an employee’s relationship with a Related Person;
Private Interest	means a private, financial, or personal interest, and includes a Personal Interest;
Related Person	means a person who is, or within the previous five (5) years has been <ul style="list-style-type: none"> ○ related to the employee by blood, adoption, guardianship, marriage or common-law marriage, ○ a close personal friend of the employee, or

	<ul style="list-style-type: none">○ in an amorous or intimate (including but not limited to sexual) relationship with the employee.
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Applicable legislation

- BC Human Rights Code

Related policies

Policy Number	Policy Title
8002	Conflict Resolution
8005	Occupational Health and Safety
8006	Substance Use
8007	Dress Code
2001	Conflict of Interest Policy

Associated procedure

Procedure Number	Procedure Title
8003p	Standard of Conduct

Responsibility

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.