

Procedure Number:	8003p
Procedure Title:	Standard of Conduct
Approved by:	President
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Review date:	N/A
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1. Purpose

1.1. These procedures are designed to support the Standard of Conduct policy.

2. Duty of Loyalty

2.1. All employees have a duty of loyalty to the University, and are expected to exhibit the highest standards of ethical conduct. Employees must act honestly and in good faith, and avoid conflicts of interest.

3. Key Principles: Accountability and Integrity

3.1. To maintain the highest standards of honesty, integrity and ethical conduct, when engaging with fellow employees, students, business partners, and anyone else with whom an employee engages in the course and scope of their work duties, employees must adhere to the following standards of conduct:

- Always act with fairness, honesty, professionalism, integrity and openness and contribute to a positive working environment;
- Always act in compliance with applicable laws;
- Respect the opinions of others;
- Treat everyone with equality and dignity without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or any other characteristic that is protected by the BC Human Rights Code; and
- Promote the mission and goals of the University in all dealings with fellow employees, students, business partners, and anyone else with whom the employee engages in the course and scope of their work duties.

4. Conflicts of Interest

4.1. General principles

4.1.1. Employees are expected to avoid and remove themselves from situation that constitute, or create the appearance of, a conflict of interest or a situation where they are, or appear to be, under an obligation to a person who might benefit or seek to gain special consideration or favour. A conflict of interest is any situation where personal interest interferes in any way, or even appears to interfere, with the interest of UCW and making decision with honesty and impartiality.

4.1.2 UCW employees are expected to carry out their responsibilities in the best interest of the University and its students, and to conduct themselves in a way that does not either compromise the ability of the University to accomplish its work or undermine confidence in the employee's ability to discharge their responsibilities.

4.1.3 The University has establish a Conflict of Interest Policy (Policy 2001) to assist employees to recognized possible conflict of interest situation so that they can disclose, manage and resolve such situations. Employees are expected to understand their responsibilities as set out in the Conflict of Interest Policy.

5. Confidential Information

5.1. "**Confidential Information**" means information disclosed to, used by, developed by, or made known to an employee in the course of their employment which is not generally known by persons outside University. It includes, but is not limited to, information (printed, electronic or otherwise) pertaining to the University's past, present, future and contemplated students, employees, assets, operations, practices, methods, facilities, equipment, technology, research, marketing methods or strategies, finances, inventions, routines, policies, and procedures.

5.2. University employees have access to and are entrusted with Confidential Information in the course of their employment. All employees are responsible for ensuring that Confidential Information is protected from unauthorized access, use, and disclosure.

5.3. Employees must do the following:

- hold all Confidential Information in strict confidence, and not discuss, communicate or transmit Confidential Information to unauthorized persons;
- not make any unauthorized copies of Confidential Information;
- not disclose Confidential Information to anyone except as authorized by the University in writing;
- not use Confidential Information for any purpose other than carrying out the employee's authorized duties for the University and, in particular, not use Confidential Information for the employee's own benefit or permit it to be used for the benefit of any other person without the written authorization of the University;
- use reasonable precautions in dealing with Confidential Information so as to prevent any person from having unauthorized access to it; and
- return all Confidential Information when the employee's employment with the University ends.

6. Harm to Business or Reputation

6.1. Employees must refrain from engaging in any conduct that could harm the University's business or reputation. Such conduct may include, but is not limited to, the following:

- Publicly disparaging or criticizing the University or its employees, students, or other stakeholders, unless such criticism represents a proper and responsible exercise of the employee's academic freedom; or
- Engaging in any illegal conduct, activities or actions, both business related and personal, or any other behaviour that could harm the University's business or reputation.

7. Compliance and Reporting Procedures

7.1. Employees must always comply with this Code. However, not every situation can be addressed specifically in this Code. Employees are expected to apply the principles outlined in this Code in exercising sound judgement when faced with questions, concerns or issues which do not present obvious correct answers or approaches.

7.2. Employees have a duty to report any practices or conduct believed to be a breach of this Code, or any conduct that may be inappropriate, unacceptable and/or illegal, to their Supervisor.

7.3. Employees must provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what practices or conduct is alleged to constitute a violation of this Code or to be inappropriate, unacceptable and/or illegal. If there are any supporting documents, such as emails, handwritten notes or photographs, such documents should be included to enable the University to conduct a proper and complete investigation.

7.4. The University will endeavor to investigate reports made under this Code sensitively and confidentially and will not disclose personally identifiable information, unless disclosure is permitted and/or required. Depending on the circumstances, the University may not be able to guarantee anonymity. The University may also involve outside legal, accounting or similar advisors to assist in the conducting of an investigation.

8. Retaliation Prohibited

8.1. The University prohibits retaliation against an employee

- for making a report and/or participating in an investigation relating to compliance with this Code, provided the employee has acted in good faith based on a reasonable belief, and
- who, in connection with any proceeding by or before any regulatory authority, administrative agency, government enforcement agency, court, arbitration or other governmental forum or body, lawfully participates and/or assists in an investigation or hearing and/or provides testimony or files a complaint or claim.

9. Frivolous or Bad Faiths Reports

9.1. An employee must not make a report under this Code that is malicious, frivolous, vexatious, in bad faith, or otherwise not supported by a reasonable belief.

10. Breach of this Code

10.1. Any employee who fails to comply with this Code may be subject to disciplinary action, up to and including termination of employment.

11. Amendments to this Code

11.1. The University reserves the right to amend or update this Code from time to time at its sole discretion.