



Northlands College Policy Code of Ethics

POLICY STATEMENT

The personal and professional behavior of employees sets the ethical tone of the college. All employees should adhere to the highest ethical and professional standards and should promote moral development by encouraging reflection, dialogue, and, principled conduct on the parts of staff and students.

GUIDELINES

1. To promote individual development and the common good, all employees should exemplify proper and ethical conduct in dealing with others in an educational institution.
2. The following values should constitute a shared ideal that will permeate the College and will become the standard against which employees can judge their own conduct.
 - 2.1 trust and respect for all persons within and outside the College;
 - 2.2 honesty and a pervasive sense of integrity;
 - 2.3 fairness and justice in the treatment of everyone;
 - 2.4 openness in communication;
 - 2.5 belief in and respect of diversity within an environment of collegiality and professionalism;
 - 2.6 commitment to excellence, intellectual development, moral development, individual empowerment, as well as the mission of the College.
3. In dealing with students, employees shall strive:
 - 3.1 to treat all students equally and objectively in matters relating to the College.
 - 3.2 to respect the rights of each student to be treated as an adult and to accept his/her word on all matters unless there is evidence to the contrary.
 - 3.3 to encourage each student's personal growth as an individual.
 - 3.4 to ensure a positive learning environment.
 - 3.5 to make students aware of college policies, rules, and regulations that apply to them, and allow for due process if such becomes necessary.
 - 3.6 to be consistent in applying College policies and in the enforcement of rules and regulations as they apply to students.
 - 3.7 to maintain strict confidentiality of anything learned about any student through College records and/or activities, except on a need-to-know basis.
4. In dealing with co-workers, employees shall strive:
 - 4.1 to conduct themselves in a professional manner including, but not limited to:
 - 4.1.1 informing colleagues prior to accusing them of misconduct or otherwise criticizing them.
 - 4.1.2 being considerate of the interests and the reputations of co-workers.
 - 4.1.3 proving support and assistance to co-workers.
 - 4.1.4 respecting co-workers and maintaining the confidentiality requirements of co-workers.
 - 4.1.5 avoiding malicious or false elevation or debasing of the qualities or the abilities of any co-worker.



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5. In dealing with the College as the employer, employees shall strive:
- 5.1 to keep themselves fully informed of contractual commitments, and to honor such commitments.
 - 5.2 to fulfill the duties and requirements of the job.
 - 5.3 To avoid removing or destroying any material (digital, print, etc.) created while an employee of the College.
 - 5.4 to avoid actual and perceived conflicts of interest in employment and other activities undertaken outside the College (see Conflict of Interest policy).
 - 5.5 to apply the policies and the regulations of the College equitably and consistently, including but not limited to:
 - 5.5.1 practicing zero tolerance of harassment of all types (refer to anti-harassment policy).
 - 5.5.2 practicing zero tolerance of the unapproved possession or the use of alcohol and illegal substances on College property.
 - 5.5.3 practicing zero tolerance to violence.
 - 5.6 to represent accurately his or her education, training, experience, and other qualifications as these are relevant to and/or required by the employee's job assignment.
 - 5.7 to protect and uphold the reputation and the positive image of the College.
 - 5.8 to understand and to respect the chain of command by trying first to resolve issues with the immediate supervisor or immediate subordinate; and then, if that fails, advising the supervisor of any intention to seek (or subordinate of the appropriateness of seeking) resolution with the supervisor and a higher level in the organization.
6. In dealing with communities in which the College is located, employees shall strive:
- 6.1 to be good citizens.
 - 6.2 to ensure proper use of College facilities and equipment by outside groups and individuals.
 - 6.3 to promote diversity and respect in the College and the community.
 - 6.4 to promote the role, the policies, and the programs and services of the College to partners and other external agencies.

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