

## **BACKGROUND**

All support staff members are responsible to act in the best interests of students, parents, visitors, and other employees of the Charter Board.

Westmount's code of conduct stipulates minimum standards of conduct but is not an exhaustive list of such standards.

## **PROTOCOL**

Under normal circumstances, concerns arising under this policy would be addressed first to the Principal and if unresolved, subsequently to the Superintendent, the Charter Board and ultimately to the Minister.

## **SUPPORT STAFF CODE OF CONDUCT**

1. In relation to all persons
  - 1.1 The staff member behaves in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, disability, age, ancestry, or place of origin.
2. In relation to students, parents and visitors
  - 2.1 The staff member treats students, parents or visitors with dignity and respect and is considerate of their circumstances.
  - 2.2 The staff member may not divulge information about a student, however gained, except as required by law or where, in the judgement of the staff member, to do so is permitted by law and is in the best interest of the student.
3. In relation to school authorities
  - 3.1 The staff member protests the assignment of duties for which the staff member is not qualified or conditions which make it difficult to render service.
  - 3.2 The staff member fulfills his/her contractual obligations to the Charter Board until released by mutual consent or according to law.
4. In relation to other employees
  - 4.1 The staff member does not undermine the confidence of students or parents in other employees of the Charter Board.
  - 4.2 The staff member criticizes the competence or reputation of another employee of the Charter Board only in confidence to proper officials and in accordance with law.
  - 4.3 The staff member does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another employee of the Charter Board.

Legal Reference:  
Cross Reference: AP-? Discrimination and Harassment  
Date of Approval: February 11, 2009  
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