

# Administrative Procedure 402

## Human Resources

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### SUPPORT STAFF CODE OF CONDUCT

#### BACKGROUND

The Charter Board is committed to ensuring that each staff member employed in a Westmount school campus or board office is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

#### PROTOCOL

Under normal circumstances, concerns arising under this administrative procedure would be addressed first to the individual's direct report and if unresolved, subsequently to the Superintendent, the Charter Board and ultimately to the Minister. If a conflict of interest exists between two members in the administrator and direct supervisory level, concerns arising under this administrative procedure are addressed at the next level beyond the Supervisor.

#### 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 regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.
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.

Cross Reference: AP-409 Personal Harassment  
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