

Administrative Procedure 402

Human Resources

SUPPORT STAFF CODE OF CONDUCT

BACKGROUND

The Charter Board is committed to ensuring that each staff member employed in a Westmount Charter School (WCS) campus or Central Office is provided with a safe and caring working environment that fosters and maintains respectful and responsible behaviours, while respecting diversity and promoting a sense of belonging.

Support staff play an important role in supporting student learning, well-being, and school operations. As members of the WCS community, support staff are expected to conduct themselves in a professional, respectful, and ethical manner that reflects the values and expectations of WCS, the *Education Act*, the *Alberta Human Rights Act*, and applicable WCS Administrative Procedures.

PROTOCOL

Under normal circumstances, concerns arising under this Administrative Procedure shall first be addressed with the staff member's immediate supervisor. If unresolved, concerns may be brought forward to the next appropriate level of supervision, including the Superintendent, Charter Board, and, where appropriate and permitted under legislation, the Minister.

When a conflict of interest exists, concerns shall be addressed at the next supervisory level.

SUPPORT STAFF CODE OF CONDUCT

1. In Relation to All Persons

- 1.1 The staff member shall behave in a manner that respects the dignity, rights, and inherent worth of all persons and shall not engage in prejudice, harassment, discrimination, or exclusion on any prohibited ground identified in the *Alberta Human Rights Act*. Staff members shall demonstrate consideration, empathy, and respect for the diverse circumstances, backgrounds, identities, perspectives, and lived experiences of others.

2. In Relation to Students, Parents/Guardians, and Visitors

- 2.1 The staff member shall treat students, parents/guardians, and visitors with dignity, professionalism, and respect and shall be considerate of their individual circumstances.
- 2.2 The staff member shall contribute to a safe and caring environment that fosters and maintains respectful and responsible behaviours, while respecting diversity and promoting a sense of belonging.
- 2.3 The staff member shall not disclose confidential information about a student, family, or staff member obtained through the course of employment, except as required or permitted by law, or where disclosure is authorized and in the best interests of the student.

3. In Relation to School Authorities

- 3.1 The staff member shall communicate concerns regarding assigned duties for which the staff member may not be adequately qualified, trained, or supported, or where conditions significantly impact the ability to perform assigned responsibilities effectively.
- 3.2 The staff member shall fulfill contractual and professional obligations to the Charter Board unless released by mutual consent or in accordance with applicable legislation or employment requirements.

4. In Relation to Other Employees

- 4.1 The staff member shall maintain professional and respectful relationships and shall not undermine the confidence of students, parents/guardians, or colleagues in another employee of the Charter Board.
- 4.2 Concerns regarding the professional conduct, competence, or actions of another employee shall be addressed respectfully, confidentially, and through appropriate supervisory channels and in accordance with applicable legislation and WCS Administrative Procedures.
- 4.3 The staff member shall not take action to pursue the discipline or dismissal of another employee because of animosity or for personal advantage.

5. In Relation to the Profession and Workplace

- 5.1 The staff member shall behave in a manner that maintains the dignity, trust, and integrity of the workplace and contributes positively to the school and organizational culture.
- 5.2 The staff member shall not engage in conduct that adversely affects the safety, well-being, learning environment, or effective operation of WCS.

Cross Reference: *Education Act*
Alberta Human Rights Act
AP-409 Personal Harassment

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