



Background

The staff of the division must maintain a high standard of professional conduct, as they are role models in the communities in which they work and live.

These procedures apply to all staff members but do not supersede or replace the A.T.A., Code of Ethics, which apply to all members covered by the Collective Agreement.

Procedures

1. All staff members shall behave with absolute integrity in all of their relationships with colleagues, students, parents, trustees, and when representing the division in any manner.
2. Staff members shall not knowingly or carelessly, misinform, mislead, or withhold information which should be disclosed, or to do anything else to cast doubt upon the honesty, integrity, motives, or work of others.
3. All staff members are part of the educational team and thus have an obligation to actively promote and maintain relationships with their colleagues that are based upon mutual trust, confidence and respect.
4. All staff members shall respect the confidentiality of all information they receive in the conduct of their responsibilities.
5. All staff members shall use discretion in accepting gifts or favors and shall not place themselves in situations where they may be perceived as being rewarded for favoring specific customers or vendors.
6. All staff members shall dress in a manner that will reflect a high degree of professionalism when representing the division.
 - 6.1 All staff must dress in an appropriate office attire, in the office and when representing the division outside.
 - 6.2 The supervisor shall determine when circumstances warrant, more casual attire.



Procedure 401

Staff Code Of Conduct

7. At the local level, dress expectations shall be determined by the Local School Board Committee.