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## **AP 401 - EMPLOYEE CODE OF CONDUCT**

The Board is committed to the creation of a safe and respectful learning environment for students and a safe and respectful working environment for all employees.

Employees are placed in a position of trust and act as role models for the students. The Board expects that employees will at all times conduct themselves with personal integrity, honesty and diligence in their interactions with students and in carrying out their duties. It is essential that employees maintain and are perceived to maintain the highest standards of trust and integrity.

All employees who hold certificates of qualification issued by the Ministry of Education shall embrace and adhere to the Professional Standards for BC Educators; the BC Teachers Federation Code of Ethics; and individual school Codes of Conduct.

Each employee is personally responsible for following the legal, professional and ethical standards that apply to their job function.

The conduct and language of employees should meet acceptable social standards common to any professional business environment. Employees are expected to apply the principles of human rights, equity, dignity and respect to their everyday interactions.

Employees are expected to come to work wearing appropriate and professional attire. Common sense, reasonableness and good judgment should prevail when selecting work attire that is appropriate for the intended educational activity and in accordance with WorkSafeBC and other safety considerations.

Employees are expected to attend work on a regular and consistent basis. The Board will support programs and practices that promote wellness, aid in helping employees to return to work from an absence and promote early intervention strategies to assist employees in improving their attendance.