

TITLE: CODE OF ETHICS POLICY
APPROVED: June 24, 1996 REVIEWED: March 7, 2011
NEXT REVIEW: 2013-2014
RESPONSIBILITY: Executive Director, Human Resources
APPENDICES:
CROSS-REFERENCE: GPRC Mission, Vision and Values

POLICY STATEMENT:

GPRC expects all members of the College community to engage in ethical behavior in all aspects of College-related activities. All members of the College community are expected to share in preserving and enhancing the College's image and reputation in accordance with the values of GPRC: student centred, integrity, respect, accountability, innovation and passion.

PURPOSE:

To ensure that the College Community has an awareness of the principles which define the expected and appropriate conduct of all individuals representing GPRC.

SCOPE:

This policy applies to all persons who represent the College in their dealings including the GPRC Board of Governors, administration, staff, faculty, students, contract providers, Board of Directors of the College Alumni/Foundation and volunteers.

DEFINITIONS:**GUIDELINES/PRINCIPLES:**

This policy incorporates the following principles:

1. To embody respect in meeting the needs of students and colleagues, all persons will:
 - 1.1. conduct themselves with respect for students and each other;
 - 1.2. promote an environment free of harassment or discrimination; respect the ethnic, cultural, religious, and lifestyle diversity among students and colleagues;
 - 1.3. be fair and objective when presenting professional judgment on colleagues and students;

- 1.4. not use their authority in an excessive or abusive manner, nor make extraordinary or contradictory demands on their colleagues or students;
 - 1.5. not cause or allow any practice, activity, decision or organizational circumstance which is either illegal, imprudent or in violation of commonly accepted business practices and professional ethics.
2. To embody personal and academic integrity, all persons will:
 - 2.1. not exploit other members of the College community for personal gain;
 - 2.2. avoid potential conflict of interest which might influence personal actions or judgment by avoiding business activities that are in competition with the College or that are contrary to the interests or goals of the College;
 - 2.3. ensure that a conflict of interest does not exist by discussing with and receiving approval from their supervisors prior to engaging in activities that may be a conflict of interest;
 - 2.4. not use or permit the use of College-owned equipment, material or property for personal profit, except where explicitly for intellectual property allowed by contract between the College and the employee;
 - 2.5. refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective and effective performance of their duties. They shall not realize personal gain in any form, which would improperly influence the conduct of their College duties. They shall not knowingly use College property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts;
 - 2.6. not engage in an behaviors that interfere with or disrupt academic work like and college-related activities;
 - 2.7. conduct all learning experiences in a manner consistent with respect for the personal dignity of the individual participants;
 - 2.8. refrain from representing themselves as speaking or acting on behalf of the College when participating in any activity as private persons;
 - 2.9. address concerns relating to the administration and operation of the College constructively and in accordance with appropriate internal mechanisms;
 - 2.10. respect the confidentiality of the College and its staff and students;
 - 2.11. be truthful in all forms of professional communication and avoid disseminating information that is deceptive, false or misleading or prejudicial to the interests of the College; and
 - 2.12. perform the duties of their positions with the strictest integrity.
3. While this policy is not intended to inhibit social relationships or freedom of expression, individuals involved in or entering into a sexual relationship with a consenting adult who is or who is about to be subject to them for the purpose of evaluation or supervision should consider the power differential and the implications thereof for the student or employee if a sexual relationship continues and are advised to decline or terminate that instance by arrangement with the proper authorities.

4. In the event that a Supervisor, Chair, or Administrator receives a report of or observes an occurrence of conduct in conflict with this policy, that person shall take such corrective action as he/she may deem appropriate, depending upon the severity of the occurrence and following applicable Collective Agreements or College policy.
5. In the event that anyone observes an occurrence of conduct in conflict with this policy, he/she has the right and responsibility to report the incident to the appropriate Supervisor or Administrator without fear of reprisal.
6. Violations of any provisions of this policy may be subject to disciplinary actions. The procedures used shall be those required by Academic Staff Association, Alberta Union of Provincial Employees, and Employees' Association collective agreements; the Administrative Group Terms and Conditions of Employment; applicable College policies (ex. Harassment Policy); and/or the College Calendar and Students' Association policies, where applicable.
7. In order to ensure all staff are aware of this policy, Deans, Chairpersons and Directors shall review this policy at a meeting at least annually.