



## **CEGEP HERITAGE COLLEGE**

### **CONCERNING CODE OF ETHICAL CONDUCT**

**COMING INTO FORCE:** January 25, 2017  
**REVISED:**  
**ADMINISTRATOR:** Director of Human Resources

## **Preamble<sup>1</sup>**

The Cégep Heritage College Code of Ethical Conduct offers guidance to all members of the College community on standards of moral conduct. All members of the College community are expected to exercise good judgment, and to be guided by the letter and the spirit of this Code.

The College recognizes the importance of best practices in management and to have in place clear guidelines on how employees and other stakeholders should interact with each other in the workplace. Therefore, this Code is consistent with the Collège<sup>2</sup> bylaws, policies, procedures and guidelines, as well as laws in effect.

## **ARTICLE 1**

### **Purpose**

The purpose of this document is to identify general standards of ethical conduct within the Cégep Heritage College community and to ensure that all members share a common moral vision of acceptable workplace behaviour.

## **ARTICLE 2**

### **Application**

This Code of Ethical Conduct applies to the entire Cégep Heritage College community and covers all interactions on College premises in addition to College business interactions off campus. Any concerns or inquiries should be redirected to the Director of Human Resources.

## **ARTICLE 3**

### **Provisions**

### **3.1 Statement of Responsibilities**

It is the responsibility of all the Cégep Heritage College community members to treat each other with respect and to act in accordance with all the values and principles stated in this Code.

<sup>1</sup> See the Glossary for explanations of frequently-used terms.

<sup>2</sup> See Related Documents for more information on existing College guidelines, bylaws, policies and procedures.

### **3.2 Statement of Values**

The following values are the foundation for the principles stated in point 3.3 of this Code.

#### **Dignity**

Being defined as the intrinsic, unconditional and equal worth of all human beings. Dignity is the basis of all the other stated values.

#### **Care**

Providing support, assistance when required.

#### **Integrity**

Possessing and acting in accordance with moral principles.

#### **Justice**

Treating people fairly and equitably in relation to their decisions and actions.

#### **Transparency**

Demonstrating openness regarding decisions and actions taken.

#### **Affiliation**

Having a sense of belonging to the Cégep Heritage College community.

#### **Accountability**

Being held responsible for decisions and actions taken.

### **3.3 Statement of Principles**

The following principles are the foundation for the responsibilities of all members of the Cégep Heritage College community.

#### **Reciprocity**

Treating people as you would wish to be treated. Reciprocity is the basis of all the other stated principles.

#### **Non-Maleficence**

Refraining from harming or undermining others.

#### **Beneficence**

Promoting good and supporting others.

## **Autonomy**

Acknowledging a person's free, deliberate and thoughtful choices.

## **Equality**

Treating people in a non-discriminatory manner.

## **Confidentiality**

Protecting personal and private information.

## **ARTICLE 4<sup>3</sup>**

### **Roles**

#### **4.1 Director General or designated delegate**

The Director General is responsible for the overall management of the present Code and may delegate related responsibilities.

#### **4.2 Director of Human Resources or designated delegate**

The Director of Human Resources is responsible for informing the Cégep Heritage College community members of the present Code of Ethical Conduct.

The Director of Human Resources is also responsible for the dissemination of the present Code and for recommending revisions thereto.

Any reports of incidents or concerns related to this Code will be addressed by the Director of Human Resources or a delegate using the appropriate College policies/procedures in place.

#### **4.3 All members of the Cégep Heritage College community**

All members of Cégep Heritage College community are responsible for respecting and conforming to the present Code of Ethical Conduct.

<sup>3</sup> See the Glossary for definition of delegate.

## **ARTICLE 5**

### **Revision**

The present Code will be reviewed at least every five (5) years, and revised when deemed necessary.

## **GLOSSARY**

**Cégep Heritage College community:** an employee or an individual who enters into a working or service relationship (i.e.: volunteers) with the College on or off College premises

**Code:** A code identifies a set of conventions governing behavior and activity in a particular sphere, and adhered to by its members.

**Delegate:** Should the Director General or the Director of Human Resources not be able to fulfill his/her duties, a delegate will be named in their place.

**Principles:** Principles are the values expressed in standards of appropriate conduct. Principles uphold our values and define what is right or wrong as we make our choices and relate to others.

**Respect:** Respect is honouring and upholding the dignity and rights of people.

**Values:** Values represent our most desirable, commonly shared, and enduring aspirations. They are the broad guidelines that inform the way we live and work.

## **Related Document(s)**

**All members of the Cégep Heritage College community should be aware of the following documents:**

- *Cégep Heritage College Guideline #2. Development of College-Wide Administrative Documents*
- *Cégep Heritage College Policy #6 concerning a Respectful Workplace Free of Discrimination and Harassment*
- *Cégep Heritage College Policy #5 concerning the evaluation of student achievement*
- *Cégep Heritage College Policy #10 concerning Human Resources*
- *Cégep Heritage College Policy #19 concerning Conditions Of Eligibility For A Work Term*
- *Cégep Heritage College Policy #23 concerning the use of Electronic Networks*
- *Cégep Heritage College Policy #24 concerning Student Conduct*
- *Cégep Heritage College Policy #28 concerning Employment Equity*
- *Cégep Heritage College Policy #33 concerning Academic Integrity*
- *Cégep Heritage College Charter of Rights and Responsibilities*
- *Cégep Heritage College Procedure #6 concerning Breaches of Student Conduct*
- *Cégep Heritage College Procedure #16 concerning A Respectful Workplace*
- *Cégep Heritage College By-Law #6 concerning The Ethics and Professional Conduct of Board Administrators*
- *Quebec Labour Code Law*
- *Canadian Human Rights Laws*
- *FNEEQ-CSN Collective Agreement*
- *FEESP-CSN Collective Agreement*
- *FPPC-CSQ Collective Agreement*
- *Senior Management Working Conditions*
- *Senior Executives Working Conditions*
- *Quebec Charter of Human Rights and Freedoms*
- *Canadian Charter of Rights and Freedoms*