

KPU EMPLOYEE

CODE OF CONDUCT



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Introduction

Our students and communities count on KPU to provide high quality educational opportunities that meet the needs of a wide range of students, and to conduct all its business with the highest level of professionalism, efficiency, and courtesy.

KPU's Employee Code of Conduct is built upon the principles of excellence, citizenship, and concern for the welfare of others. It embeds KPU's core values of honesty, integrity, transparency, and the maintenance of high ethical and professional standards in all of its activities.

KPU believes in the talents and good judgment of its employees. The Code is a tool intended to illustrate putting KPU's values into action at work every day and to ensure consistent treatment of similar issues and situations.

The Code is supported by KPU policies and procedures that set out expectations and responsibilities in more detail. KPU policies are crafted in the context of a polytechnic university with a mandate to serve its region through

teaching, research and services and its commitment to academic freedom, synergistic community relationships and achieving the goals of its strategic plan: relevance, quality, and reputation.

The Code is not intended to override or derogate from but to complement University policies, procedures, regulations, as well as collective agreements, terms and conditions of employment, and professional codes with which employees must comply.

The Code applies to all KPU employees: full-time, part-time, temporary, on-call, and those providing services on contract. Each employee is responsible for familiarizing him/her self with the provisions of the Code and ensuring that she/he complies with them.

Any employee who is unsure whether an action may be contrary to the Code, is responsible for confirming this by reviewing KPU's supporting policies and procedures and/or by consulting a University official.



Working Environment

- 1.1.** Kwantlen Polytechnic University is committed to providing a safe and inclusive learning and working environment characterized by respect for others, honesty, and dedication consistent with KPU's mission, vision, and values.

RELATED KPU POLICIES AND DOCUMENTS:

Respectful Workplace Policy and Procedures

Cultural Diversity and Inclusiveness Policy and Procedures



Conflict of Interest

- 2.1.** KPU employees are expected to avoid or remove themselves from situations that constitute, or create the appearance of, a conflict of interest or a situation where they are, or appear to be, under an obligation to a person who might benefit or seek to gain special consideration or favour. A conflict of interest is any situation where personal interest interferes in any way, or even appears to interfere, with the interests of KPU and making decisions with honesty and impartiality.
- 2.2.** KPU employees are expected to carry out their responsibilities in the best interest of the University and its students, and to conduct themselves in a way that does not either compromise the ability of the University to accomplish its work or undermine confidence in the employee's ability to discharge his or her responsibilities.

- 2.3.** The University has established a Conflict of Interest Policy to assist employees to recognize possible conflict of interest situations so that they can disclose, manage and resolve such situations. Employees are expected to understand their responsibilities as set out in the Conflict of Interest Policy and related procedures.

RELATED KPU POLICIES AND DOCUMENTS:

Conflict of Interest Policy and Procedures

KFA–KPU Collective Agreement, 2012–2014, Section 18.07

Outside Interests and Activities

- 3.1.** KPU encourages employees to engage in professional, technical, and other activities to enhance their professional growth and to participate in community service; employees are free to engage in political, professional, interest group, and charitable activities. KPU recognizes that employees may also have alternate employment, participate in businesses, or receive remuneration of funds for activities outside of their employment at Kwantlen Polytechnic University. Such outside activities and interests are generally supported provided that KPU employees:
- a** avoid situations of actual or perceived conflict of interest; and
 - b** ensure such participation does not impede the performance of the employee's University duties or interfere with regular University operations; and
 - c** not imply that the activity is an official act of the University or University support for or sponsorship of the outside organization or its initiatives; and
 - d** ensure that the activity does not negatively impact upon the University's reputation or bring the University into disrepute.
- 3.2.** Within the Conflict of Interest Policy the University has provided guidance for KPU employees regarding the identification and disclosure of outside interests and activities which could put a University employee in a conflict of commitment.
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- RELATED KPU POLICIES AND DOCUMENTS:**
Conflict of Interest Policy and Procedures
Political Fundraising Expenses Policy
Use of University Property Policy and Procedures



Gifts and Entertainment

- 4.1.** The onus is on all KPU employees to act with integrity, use good judgement, and consider all implications before accepting gifts, entertainment, or similar favours. Specific guidelines to employees regarding gifts and entertainment related to their position at KPU are provided within the University's Conflict of Interest Policy.

RELATED KPU POLICIES AND DOCUMENTS:

Conflict of Interest Policy and Procedures

KFA–KPU Collective Agreement, 2012–2014, Section 18.07

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Confidential Information

- 5.1.** Confidential information refers to information that becomes available to an employee as a result of his or her employment, and is not otherwise generally available. Confidential information includes business, proprietary, technical, operational, financial, and legal, as well as personal information relating to personnel or students. Security and confidentiality of this information are matters of concern to KPU employees, students, and those with whom the University has working relationships.
- 5.2.** KPU employees are expected to maintain the confidentiality of information with which they work or have access to and must protect such information from loss, theft, misuse, damage, and improper disclosure. Employees who are not certain whether information is confidential should seek guidance from their immediate supervisor or the next level supervisor/manager.
- 5.3.** Employees are expected to immediately notify their immediate supervisor or the next level supervisor/manager, or other University official if they have reason to believe that confidential information has been lost, stolen, misused or improperly disclosed.
- 5.4.** KPU's Confidentiality Policy clarifies the responsibilities of all employees with regard to protecting confidential information. Employees are expected to be familiar with and comply with specific policies and guidelines on confidentiality related to their responsibilities.
- 5.5.** The requirements with respect to use, disclosure, and protection of confidential information apply throughout and continue after employment with Kwantlen Polytechnic University ends.

RELATED KPU POLICIES AND DOCUMENTS:

Confidentiality Policy and Procedures

Confidentiality of Student Records/Files Policy

Confidentiality of Prospect/Donor Research and Records Policy

Integrity in Research and Scholarship Policy and Procedures



Privacy

- 6.1.** Kwantlen Polytechnic University is committed to protecting the privacy of individuals from whom it collects personal information. In general, employees may access personal information only when and to the extent it is required by their job, and may only disclose personal information for authorized purposes. Employees are expected to take all reasonable steps available to protect the privacy of anyone whose personal information is held by Kwantlen Polytechnic University.
- 6.2.** KPU employees are expected to be aware of and comply with KPU's Freedom of Information and Protection of Privacy Policy and related privacy management guidelines and procedures. KPU's Policy reflects the provisions of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA) which protects personal information.

RELATED KPU POLICIES AND DOCUMENTS:

Freedom of Information and Protection of Privacy Policy
Confidentiality of Student Records/Files Policy
Confidentiality Policy and Procedures
Confidentiality and Ethical Treatment of Prospect/Donor Research and Records Policy
Integrity in Research and Scholarship Policy and Procedures
Information Security Policy (in development)

Use of University Property and Resources

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General

7.1. University property and resources are provided for University work and purposes, including teaching, learning, research, and administrative purposes. KPU employees are expected to use KPU property and resources responsibly and safely in compliance with applicable University policies. University property and resources can be both tangible (e.g., buildings, furniture, equipment, vehicles, supplies, computer systems) and intangible (e.g., intellectual property, patents, use of facilities and services).

RELATED KPU POLICIES AND DOCUMENTS:

Information and Educational Technology Usage Policy and Procedures

Use of University Property Policy and Procedures

KPU Mobile Devices Guidelines

Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images Policy

Disposal of Surplus Assets Policy

Conflict of Interest Policy and Procedures

Records and Records Retention

7.2. Records are valuable University resources as they provide evidence of KPU's business activities, decisions, operations, and internal and external communications. Employees are responsible for careful preparation and maintenance of accurate and complete records.

7.3. The University is committed to the efficient and effective management of its records in accordance with approved retention and disposition schedules. Employees are responsible for compliance with the University's Records Management Program regarding the management of records in their care.

7.4. As KPU is required to comply with the information access requirements established in FOIPPA, records created by employees may be subject to an access to information request. Any records, regardless of their source, media, format or location, are the property of Kwantlen Polytechnic University and remain the property of the University at the end of an individual's employment or contract.

RELATED KPU POLICIES AND DOCUMENTS:

Freedom of Information and Protection of Privacy Policy
Directory of Records and Retention Schedule
Use of University Property Policy and Procedures

Intellectual Property

(Policy and Procedures Under Development)

7.5. Kwantlen Polytechnic University has established a policy and associated procedures that apply to intellectual property created by staff, faculty, administrators and students of Kwantlen Polytechnic University, and other creators of intellectual property.

7.6. KPU's Intellectual Property Policy establishes appropriate recognition for intellectual property rights, proper management of intellectual property by the University, as well as compliance with applicable intellectual property rights law. Employees are required to be aware of and understand their rights and responsibilities as described in the Intellectual Property Policy.

RELATED KPU POLICIES AND DOCUMENTS:

Intellectual Property Policy and Procedures IN DEVELOPMENT
KFA–KPU Collective Agreement, 2012–2014, Section 18.02

Copyright

7.7. Kwantlen Polytechnic University has established a policy and guidelines to address copyright permission, reproduction, and use of copyright protected materials in accordance with applicable copyright laws. Employees are expected to be aware of and understand their rights and responsibilities as described in the Copyright Policy.

RELATED KPU POLICIES AND DOCUMENTS:

Copyright Compliance Policy
KFA–KPU Collective Agreement, 2012–2014, Section 18.02



Knowledge and Compliance: Legislation, Policies and Regulations

- 8.1.** KPU employees are expected to be familiar, and to conduct themselves in a manner consistent, with all University policies and procedures relevant to their responsibilities.
- 8.2.** KPU employees are expected to be aware of and comply with provincial and federal legislation and regulations and other contractual or legal obligations that affect how they carry out their duties and how the University conducts business.
- 8.3.** KPU employees are expected to be aware of and comply with all safety legislation and policies related to maintaining a healthy and safe workplace and to take all reasonable precautions to ensure their own safety and that of others.
- 8.4.** Employees are encouraged to seek guidance from their immediate supervisor or any University official where there is a question about compliance with University policies, regulations and/or applicable legislation.

RELATED KPU POLICIES AND DOCUMENTS:

Safety and Health Policy



Knowledge and Compliance: With the Employee Code of Conduct

- 9.1.** Kwantlen Polytechnic University will take all reasonable steps to make the Employee Code of Conduct known to all employees. It is each KPU employee's responsibility to be familiar with the provisions of the Code and to uphold and comply with it at all times. Employees found to have violated the requirements of this Code or other University policies may be subject to disciplinary action up to and including dismissal.
- 9.2.** KPU's Employee Code of Conduct offers guidance to employees on standards of conduct but cannot address every situation an employee may encounter. Employees who are uncertain about the appropriate course of action in a situation or who have any questions or concerns about the Code are encouraged to discuss these with their immediate supervisor, the next level supervisor/manager, or with any senior University official. Should an employee feel that these options are not appropriate for any reason, he or she may also contact the University's General Counsel or the Chair of the Finance and Audit Committee of the Board of Governors.
- 9.3.** The President will monitor the University's compliance with this Code.

Reporting Breaches of the Code of Conduct

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- 10.1.** Any employee who has observed or learned of a breach of the Code or a supporting KPU policy is encouraged to report the situation to his/her immediate supervisor/manager, or a senior University official as soon as possible. There will be no reprisal against an employee for making a report in good faith, and such reports will be treated in confidence. All reports will be investigated in accordance with procedures laid out in the relevant KPU policies or, if there is no applicable policy, in the Protected Disclosure Policy and Procedures.
- 10.2.** Kwantlen Polytechnic University has developed a Protected Disclosure Policy to provide mechanisms through which members of the University community can confidentially disclose any suspected wrongdoing or irregularity. The Policy sets out KPU's requirements for investigation of such disclosures and confirms KPU's obligation to protect the confidentiality of persons making the disclosures and the rights of the persons against whom allegations of wrongdoing or irregularity are made.

- 10.3.** Members of the University community are encouraged to use the special provisions of the Protected Disclosure Policy to disclose suspected wrongdoing or irregularity only if regular channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official or the Chair of the Finance and Audit Committee of the Board of Governors. Whatever channel is used for disclosure, the principles of impartial investigation will apply.

RELATED KPU POLICIES AND DOCUMENTS:
Protected Disclosure Policy and Procedures

Approval and Review of the Code

History

This Employee Code of Conduct was developed in fall 2014 to comply with the requirements of the Government of British Columbia (Minister responsible for the Public Sector Employers Act) for all BC public sector employees.

Effective Date:

November 30, 2014

Approval Dates:

November 19, 2014

Next Scheduled Date for Review:

November 2015

Last posted on University website:

November 30, 2014

Supporting or Related Policies and Documents

KPU Policies Currently in Force (kpu.ca/policies)

- B.18** Integrity in Research and Scholarship Policy/Procedures
- C.4** Confidentiality of Student Records/Files Policy
- C.19** Copyright Compliance Policy
- C.21** Student Conduct Policy
- HR15 (C35)** Cultural Diversity and Inclusiveness Policy/Procedures
- D.1** Information and Educational Technology Usage Policy/Procedures
- E.7** Disposal of Surplus Assets Policy
- E.20** Freedom of Information and Protection of Privacy Policy
- HR1 (G.1)** Conflict of Interest Policy/Procedures
- G.2** Human Rights Policy/Procedures
- G.22** Safety and Health Policy

- IM4 (G.24)** Confidentiality Policy/Procedures
- H.2** Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images Policy
- I.2** Confidentiality and Ethical Treatment of Prospect/Donor Research and Records Policy
- ER9 (BD023)** Political Fundraising Expenses Policy
- RS5** Intellectual Property Policy and Procedures (*in development*)
- HR24** Protected Disclosure Policy/Procedures
- HR21** Respectful Workplace Policy/Procedures
- BP5** Use of University Property Policy/Procedures
Information Security Policy (*in development*)

Other Relevant Documents

- Directory of Records and Retention Schedule (2000)
- Freedom of Information and Protection of Privacy Act (BC)
- KFA–KPU Collective Agreement, 2012–2014, Section 18.02 (Copyright and Intellectual Property)
- KFA–KPU Collective Agreement, 2012–2014, Section 18.07 (Conflict of Interest)
- KPU Mobile Device Guidelines



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