
Policy Section:	Human Resources
Policy Title:	Termination
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24. CODE OF CONDUCT

- 24.1** The RCJTC embraces mutual respect, support, trust, openness and equality. RCJTC's reputation depends upon the integrity and sense of responsibility of our leaders and employees, in whom is placed great trust. The way in which that trust is discharged determines our success and the position we enjoy in the community.
- 24.2** The onus is on each employee to provide a positive climate in the workplace where staff feels safe, comfortable, accepted and valued.
- 24.3** This Code of Conduct sets clear standards of behavior that apply to all individuals (RCJTC staff, RCJTC Board members, school staff, parents, students, bus drivers, third parties under contract to the RCJTC and members of the broader educational community).
- 24.4** All individuals shall:
- a. Respect and comply with all applicable federal, provincial and municipal laws;
 - b. Demonstrate honesty and integrity in all matters;
 - c. Respect differences in people, their ideas and their opinions;
 - d. Treat one another with dignity and respect at all times, and especially when there is disagreement;
 - e. Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
 - f. Respect the rights of others;
 - g. Show proper care and regard for RCJTC property and the property of others;
 - h. Seek assistance from a member of senior staff, if necessary, to resolve conflict peacefully;

- i. Respect all members of the broader educational community especially persons in positions of authority;
- j. Not swear at colleagues or at a person in a position of authority;
- k. Communicate meaningfully with parents;
- l. Dress in attire and maintain grooming and hygiene habits appropriate to a business atmosphere;
- m. Follow established policy and procedure.

24.5 All individuals shall not:

- a. Engage in any form of bullying behavior, whether it is in person or through technology, like email or cell phones, social media.;
- b. Commit sexual assault;
- c. Traffic weapons or illegal drugs;
- d. Give alcohol or cannabis to a minor;
- e. Commit robbery;
- f. Be in possession of any weapons, including firearms;
- g. Cause injury to another person with an object;
- h. Be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- i. Provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- j. Inflict or encourage others to inflict bodily harm;
- k. Engage in hate propaganda or other types of behavior caused by hate or bias;
- l. Commit an act of vandalism that causes extensive damage to RCJTC property or the property of others;
- m. Harass another person or invade another person's privacy by the use of mechanical/electronic technology or communications;
- n. Provide others with legal drugs (unless the recipient is an individual who has been authorized to use the legal drug for medical purposes).
- o. Be in possession of, or be under the influence of, or provide others with legal drugs without a prescription for the said drugs

or in a manner or in an amount not contemplated by a prescription for the said drugs;

- p. Speak to the media, or other individuals/organizations without prior approval.

24.6 As described in the Conflict-of-Interest policy, RCJTC expects its employees not only to avoid real conflicts of interest, but also to avoid being placed in a position that could give the appearance of being in conflict with RCJTC's interest.