Administrative Procedure 405

EMPLOYEE EXPECTATIONS AND CODE OF CONDUCT

Background

The Division believes that there should be guidelines in place to encourage appropriate behavior from all employees. The processes outlined can be used to help our employees make the best decisions when confronted with any type of situation. Employees are responsible for demonstrating professional conduct and upholding the strong reputation of the Division; therefore, adhering to these expectations and the Code of Conduct are a part of each employee's terms and conditions of employment.

Procedures

1. At the time of hire, all new staff members will be provided with access to this information. Please refer to the General Expectations of Employees document and refer to the SRPSD Code of Conduct document on the SRPSD website.

2. Existing staff are expected to be aware of both the Employee Expectations and Code of Conduct documents as linked above.

3. Other Administrative Procedures that connect with Administrative Procedure 401 include:
   - Administrative Procedure 160:Harassment, Discrimination, Workplace
   - Administrative Procedure 165: Local Authority Freedom of Information and Protection of Privacy
   - Administrative Procedure 408: Reporting Criminal Charges
   - Administrative Procedure 410: Criminal Records Checks
   - Administrative Procedure 415: Conflict of Interest
   - Administrative Procedure 417: Employee Violence
   - Administrative Procedure 620: Occupational, Health and Safety
   - Administrative Procedure 805: Acceptable Use of Technology for Employees

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