



SUBJECT: Code of Conduct	CATEGORY: Operations & Administrative Services – Human Resources	NO. O-2.12
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PREAMBLE

SIAS is a major contributor to post secondary technical education and skills training in the province. Our national and international reputation for expertise and innovation is a result of quality programming and our commitment to observe the highest standards of conduct.

The purpose of this policy is to document our core values, core competencies, and principles of conduct, thereby helping to ensure we continue to meet the expectations others have of us and we have of ourselves.

This policy applies to all members of the SIAS community including, but not limited to, SIAS management, employees, contractors, consultants, agents, student association personnel, and volunteers (collectively referred to herein as “the SIAS community”). SIAS board of directors are governed by the Director’s Code of Conduct policy G-1.4, and SIAS students are governed by the Student Conduct policy A-2.5.

POLICY

The SIAS Code of Conduct requires members of the SIAS community to conduct themselves in accordance with:

- SIAS core values;
- SIAS core competencies;
- SIAS principles of conduct;
- SIAS policies and procedures, particularly those referenced in the attached appendix; and,
- The articles of any applicable collective agreement, employment contract or contract for the provision of goods or services.

Other codes of conduct or standards of practice or licensure that serve to guide applicable members of the SIAS community are viewed as supplemental to this policy

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Members of the SIAST community must conduct themselves in accordance with the SIAST Code of Conduct when acting on SIAST's behalf including, but not limited to:

- the performance of duties as detailed in a position description, collective agreement, employment contract, or contract for the provision of goods and services;
- at SIAST-related functions, including extracurricular activities;
- in the course of work-related functions outside of SIAST;
- at work-related conferences or training sessions; and
- during work-related travel.

Members of the SIAST community who behave in a manner inconsistent with its values, competencies, principles of conduct, policies and procedures, and collective agreements, may be subject to disciplinary action. Discipline, when necessary, will be undertaken in accordance with the articles of any applicable collective agreement, employment contract, any binding or implied agreement, contract for the provision of goods and services, or in accordance with SIAST Policy G-2.8.

DEFINITIONS

SIAST CORE VALUES

SIAST's reputation for observing the highest standards of conduct is the direct result of an unwavering commitment to our five core values which are intended to guide the SIAST community when acting on SIAST's behalf. Our five core values are:

Ethics

We adhere to high standards of ethical behaviour and personal accountability. We do the right thing based on sound principles, good character, and caring for others.

Innovation

We encourage entrepreneurial thinking that cultivates creativity, agility, and ongoing learning in pursuit of excellence.

Diversity

We embrace diverse cultures, heritages, and opinions in our efforts to enrich the learning and work environment and foster inclusive decision making.

Leadership

We achieve results by working effectively with others to engage, support, and inspire action. We motivate others through our vision, our courage to take risks, and our commitment to our goals.

Communication

We engage in honest, focused consultation and in the open exchange of ideas to inspire informed decision making, build relationships, and foster authentic partnerships.

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SIAST CORE COMPETENCIES

Our core competencies enable the SIAST community to enhance SIAST's reputation for observing the highest standards of conduct. Our core competencies are:

Communication

An ability to communicate effectively in a wide variety of situations including: face-to-face, by telephone, and in writing.

Client Focus

Provision of a consistently high level of client service by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

Teamwork and Collaboration

The ability to effectively collaborate on projects and achieve optimal results by working both as a member of a team and with individuals throughout the organization.

Knowledge and Expertise

The ability to make use of the skills, knowledge, and professional proficiencies required by the position, and the use of this expertise to serve the objectives of both the department and organization as a whole.

Valuing Diversity

The ability to promote a workplace where diversity is welcomed, valued, and expressed in ancestry, thought, and practice.

SIAST PRINCIPLES OF CONDUCT

Our principles of conduct provide guidance to the SIAST community, allowing them to create a workplace environment which demonstrates and fosters professionalism. They provide a framework for doing the right thing based on sound principles, good character, and caring for others. Our principles of conduct are:

Diligence

Acting on SIAST's behalf as we would wish someone to act on our behalf; applying energetic effort, showing due diligence, promoting SIAST's legitimate interests, and displaying loyalty.

Respect

Acting in a manner which demonstrates respect for the human rights and dignity of others, for human health and safety, and the protection of privacy.

Integrity

Doing the right thing; acting in a trustworthy manner, and keeping our commitments.

Fairness

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Conducting ourselves with impartiality, free from prejudice or bias, and avoiding favouritism.

Transparency

Respect for truth, commitment to the timely disclosure of information, and accuracy in the recording of transactions.

Accountability

Willingness to assume responsibility for our actions, our work, and our impact on others.

Appendix A contains a detailed description of each of our six principles of conduct together with a list of SIAST policies relevant to each.

PROCEDURES

Our core values, core competencies, principles of conduct, policies and procedures, and collective agreements serve to guide the judgment and conduct of the SIAST community. However, situations may arise where the best course of action is not obvious. If you find yourself in an unclear situation, you should ensure what you are proposing to do:

- is legal, safe, appropriate, and reasonable;
- aligns with SIAST core values, core competencies, standards of conduct, policies and procedures, and collective agreements;
- reflects how you would want to be treated in similar circumstances; and
- does not jeopardize SIAST's reputation.

If doubt remains as to the appropriate course of action and further guidance is required, speak to a colleague, a supervisor, or the individual who contracted with you to provide goods or services.

If you become aware of a member of the SIAST community whose conduct does not align with the requirements of this policy, you are responsible to bring your concern to the attention of the community member directly and/or report your concern to the appropriate SIAST supervisor or the individual who contracted with you to provide goods or services.

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APPENDIX A PRINCIPLES OF CONDUCT

1.0 Diligence

According to employment law, every employee has a fiduciary responsibility to their employer. This means that while you are entrusted to act on SIAST's behalf in carrying out your duties, you must do so in a manner that clearly and unequivocally promotes the best interests of SIAST and the clients it serves. We should act for SIAST as we would wish someone to act on our behalf.

Key elements in demonstrating this principle include:

1.1 Energetic Effort

The SIAST community will:

- show due diligence in any transactions we undertake in SIAST's name;
- identify and consider all risks prior to taking an action;
- be active in ensuring we have the skills and attributes we require to act effectively;
- familiarize ourselves with SIAST policies and procedures including collective agreements; and,
- be aware of and obey any laws or regulations which relate to our duties.

1.2 Loyalty

The SIAST community will:

- promote SIAST's legitimate interests, including the protection of its reputation;
- not personally benefit at the expense of SIAST;
- avoid bringing SIAST into disrepute; and,
- avoid acting against SIAST's best interests.

Relevant policies may include:

Appropriate Use of Information Technology Resources O-3.1
 Conflict of Interest O-2.2
 Faculty Preparation and Development A-1.25
 Fleet Vehicle Usage O-1.1
 Gift Acceptance G-2.2
 Hospitality Expenses O-1.7
 Management Authorities Grid G-3.1
 Procurement O-1.9
 SIAST Policies Framework, Approval and Administration G-2.8
 Use of SIAST Equipment and Resources O-1.2
 Use of SIAST Facilities and Grounds O-1.3

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2.0 Respect

SIAST achieves results by working with others to engage, support, and inspire action. We are deeply committed to building relationships and authentic partnerships, and pursue these goals through doing the right thing and dealing with people in a respectful manner. SIAST values diversity of all kinds and the richness it brings to decision-making. It is imperative, therefore, that all those with whom we come in contact feel respected, valued, and free to contribute their very best.

Key elements in demonstrating this principle include:

2.1 Dignity and Human Rights

The SIAST community must respect the dignity and human rights of all those people with whom they come in contact. As such we will:

- adopt work practices which do not expose others to humiliation or indignity or undermine their inherent value as human beings;
- anticipate the possible negative impacts of our words and actions on others. Conduct which harms, degrades, insults, injures, embarrasses, or interrupts others is unacceptable;
- recognize the freedoms, right to justice, and right to equality before the law of all individuals as provided for in Canadian and Saskatchewan law; and,
- assist in the creation and maintenance of work and study environments in which the contributions of all are solicited and valued.

2.2 Health and Safety

The SIAST community must act in a manner that demonstrates respect for human health and safety. As such we will:

- conduct ourselves so as to protect others from avoidable injury and illness;
- refrain from utilizing violence, including threats, intimidation, or the intentional infliction of emotional distress in others; and,
- assist in the creation of work and study environments free of violence and fear.

2.3 Confidentiality and Privacy

The SIAST community must only utilize personal information under their control for the purposes for which the information was collected or created. Employees must not reveal or request personal information except in accordance with freedom of information and protection of privacy principles as set out in The Local Authority Freedom of Information and Protection of Privacy Act, or any other relevant Canadian and Saskatchewan law.

Relevant policies may include:

Confidentiality of Personal Information & Records of Applicants and Students A-2.3

Employee Complaints O-2.3

Ethics of Research Involving Human Subjects G-4.4

Harassment and Discrimination G-3.6

Occupational Health and Safety O-2.11

Student Conduct A-2.5

Violence O-2.5

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3.0 Integrity

SIAST is committed to doing the right thing based on sound principles and good character. Integrity is fundamental to good character and in doing the right thing. We will bring a high standard of professional and personal integrity to the interactions we undertake on behalf of SIAST. We should always act in a manner which enhances or maintains our reputation for integrity.

Key elements in demonstrating this principle include:

3.1 Trustworthiness

The SIAST community must be trustworthy, and as such we will:

- safeguard SIAST resources including supplies, equipment, facilities, data, information, and money;
- ensure SIAST resources are not misused, misappropriated, embezzled, or stolen;
- use the authority granted to us by SIAST only for the purposes for which it was given; and,
- avoid situations in which our judgment or impartiality might be compromised through the acceptance of gifts or other considerations.

3.2 Commitment and Obligations

The SIAST community will:

- keep our professional and collective agreement obligations;
- carry out our promises and fulfill our contracts;
- disclose to those impacted as soon as possible when a commitment cannot be kept.

Relevant policies may include:

Applied Research Integrity A-1.7
Appropriate Use of Information Technology Resources O-3.10
Conflict of Interest O-2.2
SIAST Copyright A-1.24
Faculty Preparation and Development A-1.25
Fleet Vehicle Usage O-1.10
Gift Acceptance G-2.2
Hospitality Expenses O-1.7
Intellectual Property A-1.8
Management Authorities Grid G-3.1
Procurement O-1.9
Use of SIAST Equipment and Resources O-1.2
Use of SIAST Facilities and Grounds O-1.3

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4.0 Fairness

The SIAST community will deal fairly with all those with whom they come into contact. We will conduct ourselves with impartiality, free from prejudice or bias, and avoid favouritism.

Key elements in demonstrating this principle include:

4.1 Equity and Equality of Treatment.

SIAST applies fairness in two ways:

One standard is that of equity. The goal of equity is to ensure equality of outcomes through the accommodation of differences. The equity standard goes beyond treating people alike. The equity standard of fairness must be applied when dealing with matters involving diversity and the provision of employment and educational opportunities.

A second standard is equality of treatment. It is a standard of fairness which requires employees to treat people alike. In most, though not all, situations, treating people alike (and respectfully) will result in fairness, whereas treating people differently, for no defensible reason, will result in favouritism.

4.2 Procedural Fairness

The SIAST community will practice procedural fairness by:

- ensuring our working procedures are fair, unbiased, and do not result in favouritism;
- generally talking first to the person whose conduct we may question;
- recognizing that gossip and triangulation will only worsen a situation, create distrust, and result in an unhealthy work environment;
- ensuring that investigations of conduct follow the principles of due process and natural justice. At a minimum, this requires that anyone accused of wrongdoing should know the allegations made against them and be given a full opportunity to respond.

Relevant policies may include:

Education and Employment Equity G-2.7
Employee Complaints O-2.3
Harassment and Discrimination G-3.6
Management Authorities Grid G-3.1
Procurement O-1.9
Reasonable Accommodation G-3.5

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5.0 Transparency

The SIAST community will engage in honest and focused consultation and promote the open exchange of ideas. Concern for accuracy, respect for truth, and commitment to the timely disclosure of information enables wise decision-making, promotes dignity and respect, enhances integrity, and prevents corruption. Fraud, deceit, and the deliberate withholding of material information builds mistrust and is destructive to the collective decision-making and actions required for us to achieve our goals.

Key elements in demonstrating this principle include:

5.1 Truth

Subject only to legal and competitive constraints, the SIAST community will:

- be honest and respect the truth in all of our activities while acting on SIAST's behalf;
- ensure our communications with others are honest, frank and sincere. Deception is destructive of personal integrity and limits the capacity for wise decision-making;
- ensure all documents created in the course of work clearly and accurately represent the facts, and reflect the true nature of the activity that gave rise to the document.

5.2 Timely and Accurate Disclosure of Information

The SIAST community will share information when and if appropriate and in compliance with all applicable legal and collective agreement requirements and SIAST policies and procedures. Knowingly withholding important information is a form of deceit. Timely and accurate disclosure of information includes, but is not limited to:

- providing reasonable notice of operational changes likely to impact others, including notice of resignation or retirement or extended periods of leave; and,
- disclosing potential conflicts of interest to our supervisor in situations where our personal interests may conflict with the interests of SIAST.
- exercising due concern for accuracy when recording transactions

Relevant policies may include:

Conflict of Interest O-2.2
Ethics of Research Involving Human Subjects G-4.4
Gift Acceptance G-2.2
Intellectual Property A-1.8
Management Authorities Grid G-3.1
Reasonable Accommodation G-3.5

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6.0 Accountability

The attainment of SIAST's Mission, Vision and Values require both organizational and individual accountability. This is achieved when the SIAST community, individually and collectively, acts to promote the timely accomplishment of the organization's goals. Accountability at the individual level begins with the interest and the willingness to assume responsibility for our actions and work.

A key element in demonstrating this principle is:

6.1 Ownership/Responsibility

The SIAST community will take personal responsibility for their conduct, obligations, and choices. As such it is important that we:

- fully understand our job-related accountabilities;
- use SIAST's values, principles of conduct, core competencies, policies and procedures, and collective agreements to guide and judge our own behaviours;
- identify errors or omissions when they occur;
- be aware of the impact of our behaviour on others, make necessary corrections, and take steps to minimize the damage done;
- contribute to making the SIAST work environment positive and one that embraces continuous improvement; and,
- demonstrate leadership qualities appropriate to our role.

Relevant policies may include:

Applied Research Integrity A-1.7
Appropriate Use of Information Technology Resources O-3.10
Conflict of Interest O-2.2
SIAST Copyright A-1.24
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