

SUBJECT: Standards of Conduct	POLICY NO: INT-15	LAST REVIEWED: July 2022
APPROVED BY: Executive Board	MANAGED BY: Human Resources Manager	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

The BCITSA fosters a positive and empowering work environment sustained by the unique talents and qualifications of its employees. Employees must adhere to a code of conduct that promotes positive conduct and behaviour during their work duties, both in and out of the workplace.

Purpose of This Policy

The purpose of this Policy is to:

- Outline the code of conduct expected by all employees
- Ensure that BCITSA can provide a professional work environment for its employees, students, and customers.

Application of This Policy

This Policy applies to all those working for BCITSA, including all full-time, part-time, and casual employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code* and the *BC Employment Standards Act*.

Related Documents and Legislation

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*

BCITSA

- Policy INT-17 – Employee Discipline

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-04-16
- Amended 2022-07-18

DEFINITIONS

Family Members

The term “family members” is used in this policy to refer to the following individuals as related to an employee: spouse/partner/common-law partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, aunts, uncles, cousins, or any other relatives by marriage, as well as any family member who live with the employee on a permanent basis.

Romantic Relationships

The term “romantic relationships” referred to in this policy refer to an employee’s spouse, common-law partner, and partner (not living together).

Impairment

Impairment is defined as a state characterized by the deterioration of an individual’s judgment, a decrease in their physical ability and/or mental acuity.

Improper Conduct

Improper Conduct is defined as conduct that involves illegal, fraudulent, dishonest, or unethical behaviour, or serious negligence in the performance of an individual’s duties.

Social Media

Social Media as it relates to this policy is defined as websites and/or applications that enable users to create and share content or to participate in social networking. These sites include but are not limited to: Facebook, Twitter, Instagram, LinkedIn, Reddit, blogs, etc.

DUTIES AND RESPONSIBILITIES

Human Resources Manager

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

POLICY

1. Standards of Conduct

1.1. Conduct in Language

- a.** Conduct and language used in the workplace are expected to meet acceptable social standards. In dealing with other individuals in the workplace, employees are to treat them with respect and dignity, and to refrain from exploiting a work relationship for private or personal advantage or benefit.

1.2. Improper Conduct

- a.** Improper Conduct shall not be tolerated in the workplace. This includes, but not limited to, the following:
 - i.** Theft (including unauthorized expenditures);
 - ii.** Abuse of BCITSA property or equipment;
 - iii.** Sexually, verbally, physically, or mentally abusing or harassing any person associated with BCITSA and/or BCIT community;
 - iv.** Habitual tardiness or absence;
 - v.** Solicitation or acceptance of personal gifts or gratuities in exchange for preferential business treatment;
 - vi.** Dishonesty; falsifying BCITSA records;
 - vii.** Disclosing confidential or proprietary BCITSA information to unauthorized individuals;
 - viii.** Engaging in an activity that is determined to be a serious conflict of interest with BCITSA;
 - ix.** Possession, use, or sale of illegal substances on BCITSA premises;
 - x.** Being under the influence of alcohol or other intoxicating substances at any time on BCITSA premises or while acting on BCITSA business;
 - xi.** Insubordination or failure to carry out instructions.

1.3. Conflict of Interest – Relationships

- a. BCITSA strives to be a friendly professional workplace and is committed to maintaining an environment where employees can work together safely and productively to further the organizations goals. This section outlines guidelines for relationships in the workplace.
- b. Although the BCITSA does not recommend romantic relationships between colleagues in the workplace, it is recognized these situations may occur. The following must be adhered to in the cases where a romantic relationship has formed:
 - i. Romantic relationships between employees must be disclosed in writing to the employees' respective managers and human resources.
 - ii. Romantic relationships between managers and employees are prohibited in the workplace.
 - iii. Employees who are in a romantic relationship are prohibited from working in the same department.
 - iv. Should a need to work in the same department or collaborate arise, this situation will be assessed by the employee's respective managers and human resources prior to any approval.
- c. Similar to "a" above, BCITSA recognizes that familial relationships in the workplace can occur. Employees who are family members are allowed in the workplace under the following guidelines:
 - i. Familial relationships must be disclosed in writing to the employees' respective managers and human resources.
 - ii. Managers cannot have family members reporting directly to themselves.
 - iii. Family members cannot work within the same department.
 - iv. Employees who are not sure if a conflict of interest may be present are to speak with their manager immediately.
- d. BCITSA employees are encouraged to socialize and develop professional relationships in the workplace, but these relationships must not interfere with work performance or the functioning of the workplace.

- e. For "a", "c" and "d" above, any conflict arising out of relationships in the workplace, will be dealt with using the guidelines outlined in INT-12 Conflict Resolution.
- f. Any harassment or discrimination that may arise out of either "a", "c" or "d" above, may lead to disciplinary action, up to termination of employment and will be dealt with according to policy INT-11 Respectful Workplace.
- g. Failure to disclose or discuss any of the above points may lead to disciplinary action, up to termination of employment.

1.4. Conflict of Interest – Outside Commitments

- a. BCITSA encourages all employees to actively participate in their communities. However, employees must not use BCITSA resources, including time, for outside organizations or associations during work hours.
- b. Employees that have any concerns regarding a possible conflict of interest between their employment at BCITSA and an outside commitment shall speak with the Executive Director.
- c. The following situations shall require full written disclosure to and approval from the Executive Director:
 - i. An employee is engaged in outside work interfering with their primary job due to work hours or attendance, or that is in some way hostile or adverse to BCITSA;
 - ii. An employee works with an employer whose business is in competition with BCITSA business; or
 - iii. An employee's work requires the use or disclosure of proprietary information about BCITSA business or customers.
- d. Failure to disclose or discuss information related to any of the above points may lead to disciplinary action, up to termination of employment.

1.5. Outside Employment or Appointment

- a. Employees may work a second job, provided that the second job does not conflict or interfere with work at BCITSA.

- b.** Employees shall be required to disclose additional jobs to their respective manager as soon as it is practicable.

1.6. Personal Social Media Usage

- a.** BCITSA understands all employees are entitled to their personal social media accounts. In order to prevent negative situations that may arise from social media usage, the following guidelines should be adhered to when posting anything work-related to personal social media accounts:
 - i.** Employees are responsible for ensuring their social media activities are in line with the Standards of Conduct outlined in this policy;
 - ii.** When posting work-related content to a personal account, employees must consider the content, ensuring it is appropriate and respectful;
 - iii.** Employees must take into consideration BCITSA intellectual property rights when posting BCITSA content;
 - iv.** Employees are expected to refrain from posting any content that may negatively impact or intentionally harm the reputation of BCITSA and/or its employees.
- b.** Any social media activity on behalf of an employee within their personal accounts that goes against BCITSA's Standards of Conduct, will result in disciplinary action, including termination of employment.

1.7. Gifts

- a.** Gifts provided by a BCITSA vendor, or received at a BCITSA sponsored event, are understood to be gifts for all of the BCITSA, and not any one individual, as per Policy INT-27 – Donations.
- b.** Employees shall not be permitted to receive, give, pay, promise, or offer gifts or anything of value to customers, vendors, or suppliers for the purpose of securing or appearing to secure preferential treatment.

1.8. Dress Code

- a. Business casual dress shall be standard for all employees, unless a specific position requires additional or differing dress requirements.
- b. Employees who are uncertain about acceptable clothing for work shall be advised to inquire to their respective manager or the Human Resources Manager, who shall have the final say as to whether or not that attire is considered appropriate under the circumstances.
- c. In addition to sections 1.6.a. and 1.6.b. of this Policy, employees shall abide by the following list of guidelines:
 - i. Clothing that reveals too much cleavage, bare back, chest, stomach, or private undergarments shall be unacceptable;
 - ii. Clothing shall be clean, fresh, professional, and shall be without holes, stains, or graffiti marks;
 - iii. Torn, dirty, baggy, or frayed clothing shall be unacceptable;
 - iv. Any clothing that has words, terms, or pictures that may be offensive to the general public shall be unacceptable;
 - v. Clothing bearing the BCITSA logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. Denim is acceptable;
 - vi. Sweatpants, track pants, athletic or cut-off shorts, tank tops, spaghetti strap tops, muscle shirts, and beach wear and footwear shall be unacceptable;
 - vii. Employees shall be expected to appear clean, tidy, and presentable at all times; and
 - viii. If handling hot beverages or food, open footwear shall be unacceptable.

1.9. Dress Code Hardships

- a. Employees that may face hardship by adhering to the dress code are encouraged to address any concerns to their respective manager.
- b. Concerns shall be dealt with on an individual basis and some assistance may be provided.

1.10. Inappropriate Clothing at Work

- a. If an employee is found to not meet the dress code, they shall be asked not to wear the inappropriate item to work again.
- b. If the problem persists, employees may be sent home without pay to change and shall receive a verbal warning for the first offense.
- c. Progressive disciplinary action shall be taken for further dress code violations.

1.11. Consumption of Intoxicating Substances

- a. The use or consumption of any intoxicating substance for recreational use by staff is prohibited during working hours and breaks.
- b. Although BCITSA permits the moderate use of alcohol on its premises in certain circumstances, the abuse of alcohol is strongly discouraged. All employees shall be expected to make responsible decisions concerning their use of alcohol.
- c. BCITSA encourages all employees to enjoy the services of the Campus Pub, be it after their shift or on a non-work day. However, all BCITSA employees must consume alcohol responsibly. If employees are found to abuse this Policy either in the consumption or knowingly in the service thereof, disciplinary action will be taken.
- d. From time to time, BCITSA may host events where alcohol is involved. In this case, the following conditions shall apply:
 - i. Employees must remain fit for duty for the whole duration of their shift;
 - ii. Employees shall accept responsibility for their own alcohol consumption;
 - iii. Employees shall moderate their intake of alcohol;
 - iv. Employees shall cooperate with BCITSA's efforts to ensure their safety;
 - v. Employees shall not return to work while under the influence of alcohol; and
 - vi. Employees shall not drive themselves or any other individuals while under the influence of alcohol.

- e. BCITSA reserves the right to ban employees and/or their guests from future BCITSA events if any of the conditions outlined in section 1.9.d.i. through 1.9.d.v. are ignored or violated.

1.12. Impairment

- a. All employees are required to ensure that their activities outside of the workplace do not impact their ability to function in a safe and professional manner while at work.
- b. Where an employee is prescribed a substance whose effects may include impairment, they are required to ensure that they continue to be able to function in a safe and professional manner at work.
 - i. Where an employee is concerned that their treatment for a medical condition may compromise their ability to function safely at work, they should contact their respective manager or Human Resources. The SA will make reasonable efforts to the point of undue hardship to provide accommodations. Such accommodation shall not include any obligation for the SA to alter any *bona fide* job requirement.
- c. If a Manager suspects that an employee is under the influence of drugs or alcohol, or otherwise impaired while at work, they may take steps to ensure workplace safety, including sending that employee home for the day without pay.
 - i. Where an employee is sent home due to impairment, reasonable steps will be taken to prevent them from operating a motor vehicle, or any other machinery or equipment.

1.13. Attendance and Punctuality

- a. Prompt and regular attendance for all shifts is required and expected of all employees.
- b. Employees shall notify their respective manager no later than their regular starting time if they are unable to arrive to work on time.
- c. Employees who are unable to continuously observe appropriate attendance standards shall be subject to disciplinary action up to and including termination of employment.

PROCEDURE

N/A