

# CODE OF CONDUCT

## 1. Objective

1. Emily Carr University of Art + Design (University) is committed to providing a learning and working environment characterized by respect for others, honesty and professionalism.
2. The University is committed to ensuring employees observe the highest standards of ethical conduct and integrity and compliance with all applicable laws and regulations in fulfilling their duties and responsibilities.
3. The objective of this Code of Conduct (the Code) is to provide guidance to employees on standards of conduct, ethics and integrity, in support of the University's values and goals.

## 2. Scope

4. The Code applies to all employees of the University.
5. The Code is not intended to override or derogate from but to complement University policies, procedures regulations, as well as collective agreements and terms and conditions of employment, and professional codes with which employees must comply.
6. This Code supplements existing University policies and is not exhaustive.

## 3. Knowledge + Compliance with Policies + Regulations

7. University policies and procedures are accessible on the University website. Employees are expected to be familiar with all University policies and procedures relevant to their responsibilities and to conduct themselves in a manner consistent with those policies and procedures.
8. 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.
9. Employees are encouraged to seek guidance where there is a question about compliance with University policies, procedures and/or applicable laws.

## 4. Conflict of Interest

10. The University has a Conflict of Interest policy and procedures to assist employees to recognize possible conflict of interest situations, so that they can disclose, manage and resolve such situations.

11. Employees are required to understand their responsibilities as set out in the Conflict of Interest Policy and related procedures.
12. Please refer to Conflict of Interest Policy 8.11 and Procedures 8.11.1 and 5.1.3 Conflict of Interest Procedures for Ethics in Research, which cover, among other topics:
  - Personal Gain
  - Inappropriate Use of Information
  - Conflict of Commitment
  - Personal Relationships
  - Compromising Situations
  - Working Relationships
  - Conflicts of Interest in Relationships between Employee and Students/Staff Student Personal Relationships
  - Outside Interests and Activities
  - Gifts and Entertainment

## **5. Post-Employment Restrictions for Senior Executives**

13. Post-employment restrictions for senior executives are outlined in Conflict of Interest Procedures 8.11.1.

## **6. Gifts + Entertainment**

14. To preserve the image and integrity of the University and its community, employees should avoid giving, soliciting or receiving gifts, meals, entertainment, privileges or services intended to influence unfairly, or that might give the appearance of unfairly influencing, a decision concerning any University business, including commercial, administrative, employment related, academic or research oriented in nature. Please see University Conflict of Interest Policy 8.11 and Procedures 8.11.1.

## **7. Confidential Information**

15. Protecting confidential information is an important practice for the University. Please refer to Confidentiality Policy 8.13 and Procedures 8.13.1 and Information Protection Policy 9.6.
16. Employees are also expected to be familiar with and comply with specific policies on confidentiality related to their responsibilities, for example Confidentiality of Student Records, Confidentiality of Prospect/Donor Research and Records.

## **8. Privacy**

17. The University is committed to protecting the privacy of individuals from whom it collects personal information.
18. Personal information is protected by privacy laws and the University is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA). The spirit of FOIPPA is reflected in the University's Confidentiality Policy 8.13 and Information Protection Policy 9.6. Employees are required to be aware of and understand the policies and related privacy management program and procedures.

19. 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 must take all reasonable steps available to protect the privacy of anyone whose personal information is held by the University.
20. The University is also required to comply with the information access requirements established in FIOPPA. Records created by employees may be subject to an access to information request.
21. Information on protection of privacy are online.

#### Records and Retentions

22. The University is committed to the efficient and effective management of records and retains and disposes of records in accordance with our Information Protection Policy 9.6.

### **9. Proper Use of University Property + Resources**

23. University property and resources are intended to be used for University work and purposes, including teaching, learning, research and administrative purposes. Please refer to Conflict of Interest Policy 8.11 and Procedures 8.11.1 and Code of Conduct for Appropriate Use of Information Technology, Facilities and Services Policy 9.3.

#### Intellectual Property

24. The University has established a policy and guidelines that applies to intellectual property created by the University community, staff, faculty, administrators and students of the University.
25. The Intellectual Property Policy 5.2 establishes recognition for intellectual property rights, proper management of intellectual property by the University, as well as compliance with applicable intellectual property rights law.
26. Employees are required to be aware of and understand their rights and responsibilities as described in the Intellectual Property Policy.

#### Copyright

27. The University is committed to complying with Canadian copyright laws to address copyright permission, reproduction and use of copyright protected materials.
28. Employees are required to be aware of and understand their rights and responsibilities as described by law and by University Software Use and Copyright Compliance Policy 9.4.

### **10. Harassment, Bullying + Discrimination**

29. The University is committed to providing a non-discriminatory, fair, respectful, equitable and inclusive learning and working environment that values principles of diversity and does not tolerate discrimination,

harassment and bullying. Please see Harassment, Bullying and Discrimination Policy 8.6 and Procedures 8.6.1.

## **11. Compliance with the Code of Conduct**

### General

30. The Office of the President + Vice-Chancellor and Human Resources are responsible for the administration of this Code.
31. New employees will be provided with the code of conduct and access information for the University policies and procedures. All employees will be advised of any revisions of or additions to policies. Employees are responsible for conducting themselves in accordance with the Code at all times; and for seeking guidance if in doubt as to the proper course of action to follow.
32. Upholding the Code is the responsibility and expectation of every employee.
33. 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.

## **12. Reporting Breaches of the Code of Conduct**

34. The University is committed to encouraging and enabling employees to safely disclose any suspected wrongdoings within the University and to outline the investigation procedures. Please refer to University Safe Disclosure Policy 8.12 and Procedures 8.12.1.

## **13. Questions or Concerns**

35. The Code offers guidance to employees on standards of conduct but cannot address every situation an employee may encounter.
36. 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 supervisor.
37. Should an employee feel this is not appropriate for any reason, he or she may also contact the Human Resources department or, where applicable, their Union representative.

## **14. Enabling Legislation + Linked Policies**

38. Please refer to University policies.