

Employee Code of Conduct

BACKGROUND

Fusion Education Association is committed to maintaining a professional, respectful, ethical and inclusive workplace where employees work collaboratively to support student success and organizational excellence. Every employee contributes to creating safe learning and working environments, maintaining public confidence, and advancing the Charter mandate of Fusion Education Association. This administrative procedure establishes the professional expectations for all employees. It is supported by legislation, applicable professional standards, employment agreements, Board policies and other administrative procedures that provide more specific operational direction. The Superintendent is responsible for implementing this administrative procedure.

PROFESSIONAL EXPECTATIONS

Employees are expected to:

1. Put Students First

- support the safety, well-being, dignity and success of every student;
- maintain appropriate professional boundaries with students;
- build positive, respectful relationships that support learning and belonging; and
- immediately report concerns relating to student safety as required by legislation and Fusion Education Association procedures.

2. Demonstrate Professionalism

- act honestly, ethically and with integrity;
- exercise sound judgment and accountability;
- perform assigned responsibilities competently and diligently;
- comply with applicable legislation, professional obligations, conditions of employment, Board policies and administrative procedures; and
- represent Fusion Education Association professionally in the workplace and the community.

3. Foster Respectful Relationships

- treat students, families, colleagues, volunteers, community partners and members of the public with dignity, courtesy and respect;
- contribute to an inclusive, welcoming and safe workplace;
- communicate professionally, even during disagreement; and
- value diversity and the perspectives of others.

4. Protect Information and Resources

- respect the privacy and confidentiality of students, families, employees and organizational information;
- use technology, information and organizational resources responsibly and only for authorized purposes;
- safeguard organizational property; and
- promptly report privacy, cybersecurity or security concerns.

5. Exercise Integrity

- avoid actual, potential or perceived conflicts of interest;
- disclose situations that may affect impartial decision-making;
- use organizational authority and resources only for legitimate organizational purposes;
- decline gifts or benefits that could influence, or appear to influence, professional judgment; and

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- ensure outside employment or activities do not interfere with professional responsibilities.

6. Support a Safe Workplace

- contribute to a healthy and safe workplace;
- report to work fit to perform assigned duties;
- identify and report workplace hazards and safety concerns; and
- cooperate in maintaining safe working and learning environments.

Employees shall not:

- engage in discrimination, harassment, bullying, intimidation or workplace violence;
- exploit their position of trust or authority for personal benefit;
- engage in conduct that places students, colleagues or members of the public at risk;
- engage in an inappropriate personal, romantic or sexual relationship with a student;
- misuse confidential information, organizational resources or public funds;
- knowingly make false or misleading statements or records in the course of their employment;
- engage in fraud, theft or other unlawful conduct; or
- retaliate against an individual who raises a concern or participates in an investigation in good faith.

ACCOUNTABILITY

Employees are expected to seek guidance whenever they are uncertain about an ethical, legal or professional responsibility.

Employees shall promptly report concerns involving:

- student safety;
- suspected abuse or neglect;
- workplace violence or significant safety hazards;
- privacy or cybersecurity breaches;
- fraud, theft or misuse of organizational resources; or
- other matters required by legislation or Fusion Education Association procedures.

Failure to meet the expectations outlined in this administrative procedure shall be addressed in accordance with applicable legislation, employment agreements and the applicable Fusion Education Association administrative procedures.

LEGAL REFERENCES: *Education Act, Alberta Human Rights Act, Occupational Health and Safety Act, Protection of Privacy Act, Access to Information Act, Child, Youth and Family Enhancement Act, Criminal Code, Employment Standards Code*, other applicable professional practice and certification requirements