


SECTION: Human Resources	
TOPIC: Code of Conduct	
EFFECTIVE DATE: June 16, 2011	REPLACES:
DATE DRAFTED:	
REVISION DATE:	
Original signed by President + CEO Dr. Daniel Doz 	

INTENT

Members of the ACAD community shall, at all times, conduct themselves in a manner that serves the best interests of the Alberta College of Art + Design (ACAD) and brings credibility and good will to the institution.

SCOPE

This Procedure applies to all members of the ACAD community, including all faculty, staff, students, volunteers, contractors and visitors and reflects the principles of good will and standards of ethical behaviour the College expects from community members.

PRINCIPLES

1. ACAD community members shall at all times treat faculty, staff, students, volunteers, contractors and visitors with respect.
2. ACAD community members shall use honesty and integrity in performing their College duties and activities while exercising the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. ACAD community members shall comply with and support College policies and procedures.
4. ACAD community members must maintain in confidence any information, documentation and/or conversation revealed to them in confidence in their capacity as College members, including information about students, personnel, College deliberations and decisions.
5. ACAD community members shall immediately declare any real, potential or perceived conflicts of interest to their respective supervisor (Head, Manager, Vice-President or President).



6. Any breach of the Code of Conduct may lead to disciplinary actions, up to and including dismissal and/or expulsion as appropriate.

PROCEDURES

1. The respective supervisor (Head, Manager, Vice-President or President) will communicate the Code of Conduct Procedure to the ACAD community members within their area of responsibility on an annual basis and/or as required.
2. All newly hired ACAD faculty and staff will be provided with a copy of the Code of Conduct Procedure at time of hire.

REFERENCE

- Code of Conduct Policy
- Conflict of Interest Procedure
- Whistleblower Policy
- Respectful Workplace Policy
- Harassment and Discrimination Procedure
- Health and Safety Policy
- Student Conduct Procedure