

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
B.506		Vice-President, People, Culture & Diversity	
Policy Name			
Standard of Conduct Policy			
Approved by		Replaces	Category
Board			HR
			April 2027
Date Issued	Date Revised	Date in effect	Related Policies
Sept 16, 2014	April 30, 2024	April 30, 2024	B.212 Honoraria and Gifts Policy B.310 Protected Disclosure (Whistleblower) B.511 Discrimination, Bullying & Harassment B.512 Human Rights, Diversity, Inclusion and Equity B.517 Conflict of Interest B.700 Privacy and Access to Information OP.418 At-Risk Behaviour and Violence Response and Prevention OP.420 Safety and Emergency Services

1. PURPOSE

- 1.2 This policy details what constitutes civil and respectful conduct, and outlines expectations Capilano University (“the University”) holds of its employees regarding their conduct and general responsibilities when engaged in University Related Activities.
- 1.3 This policy links closely to other policies of the University and to the University’s values. This includes Senate policy S2003-01 Academic Freedom, which remains a commitment of the University. It is every employee’s obligation to learn and understand this policy. Employees should discuss any questions or concerns they may have with the policy or the application of the policy with their supervisor, manager, director/dean, or human resources advisor.
- 1.4 This policy will be applied in a reasonable manner and any alleged breaches will be reviewed using the principles of procedural fairness¹.

2. SCOPE

This policy applies to all University employees while engaged in University Related Activities, both on- or off-campus, and both in person and through electronically facilitated communication.

1. Procedural Fairness has been defined by courts and tribunals and refers to the process being fair to participants in that they have the right to be heard and the right to have an impartial person making the decision on the outcome. The Canadian Council of Parliamentary Ombudsman describe this as ‘fair process’.

3 DEFINITIONS

“Conflict of interest” means an employee has personal interests that could directly and significantly affect their responsibilities to the University if not appropriately managed. A conflict of interest occurs when the personal benefit of an employee conflicts with their remunerated obligations to the University.

“Employee” means any person employed by the University.

“Member of the University community” means employees, students, board members and volunteers.

“Related Person” means a person related by blood, adoption, marriage or common-law marriage, or a person with whom an individual has, or had, a personal relationship, including a close personal friend, or romantic or intimate (including but not limited to sexual) relationship with the employee.

“Personal Interest” means an interest that arises from an employee’s relationship with a Related Person.

“Private Interest” means a private, financial or personal interest and includes a Personal Interest.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

“University Related Activity” means an activity or event conducted under the authority of the University at any location, on- or off-campus. All activities on the University’s campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from the University.

4 PERSONAL CONDUCT

- 4.1 University employees will provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.
- 4.2 The University is committed to providing a respectful learning and working environment that allows for full and free participation of all members of the University community as outlined in B.511 Discrimination, Bullying and Harassment Policy.

- 4.3 The University is dedicated to fostering an inclusive environment which is supportive of fair and equitable treatment of all members within its diverse community, no matter their social identity as described in B.512 Human Rights, Diversity, Inclusion and Equity policy. Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.
- 4.4 Further, the conduct of Capilano employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. An employee's conduct must not compromise the integrity of Capilano University or the BC Public Service.
- 4.5 All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.
- 4.6 Employees must report any incident of violence as outlined in the OP.418 At-Risk Behaviour and Violence Response and Prevention Policy. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.
- 4.7 Employees must report safety hazards or unsafe conditions or acts in accordance with the provisions of the *WorkSafeBC Occupational Health and Safety Regulations*. Concerns may be addressed to the employee's direct supervisor, manager, director/dean, a human resources advisor, the Office of Safety and Emergency Services or your association's representative on the Health and Safety Committee in accordance with the responsibilities as outlined in OP.420 Safety and Emergency Services Policy.

2. CONFLICT OF INTEREST

- 5.1 Employees should avoid situations where their private affairs or financial interests are in conflict, or could be perceived to be in conflict, with their obligations to act in the best interests of the University.
- 5.2 Employees should also recognize the power they have in relation to Students and ensure that relationship is not used for the personal benefit of either party.
- 5.3 Employees who are in doubt as to whether their interest or actions could be considered to constitute a conflict of interest or commitment should disclose the matter to their Administrator in accordance with B.517 Conflict of Interest Policy

Acceptance of Gifts, Entertainment, Benefits and Favours

- 5.4 An employee will not accept from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment at Capilano University, other than:
- a) The exchange of hospitality between persons doing business together;
 - b) Tokens exchanged as part of protocol;
 - c) The normal presentation of gifts to persons participating in public functions;
 - d) The normal exchange of gifts between friends; or
 - e) An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.
- 5.5 The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:
- a) The benefit is of nominal value (less than \$50 and not in cash/credit card/coupon);
 - b) The exchange creates no obligation;
 - c) Reciprocation is easy; and
 - d) It occurs infrequently.
- 5.6 Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.
- 5.7 B.212 Honoraria and Gifts Policy sets out the framework and principles for employees who approve, process, pay or receive honoraria for volunteer services or symbolic, low value gifts intended to show respect or as a token of appreciation.

Future Employment Restrictions

- 5.8 The President and Vice-Presidents are required to comply with a twelve (12) month post-employment period that restricts their acceptance of work with employers that they have had a direct business relationship with while an employee of the University.
- 5.9 If employees are uncertain whether any action or decision on their part may place them in a position of conflict of interest, they are expected to proactively discuss it with their supervisor prior to taking that action or declaring a conflict.

PROTECTION OF INFORMATION

- 6.1 Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees who are in doubt as to whether certain information is confidential must ask their manager for the appropriate authority before disclosing, releasing, or transmitting the information.
- 6.2 Employees who in the course of their employment handle personal information must take due care to protect that information in line with B.700 Privacy and Access to Information, accessing such information only as necessary for the performance of their duties and reporting any suspected or actual Personal Information Incidents to their supervisor, manager, chair/coordinator, or administrator or directly to the Privacy Officer in accordance with B.700.1 Personal Information Incident Management Procedure.
- 6.3 Employees that receive requests for information outside of their normal duties should seek the advice of their supervisor, manager, chair/coordinator, or administrator. Personal Information about students or employees should not be released to any third party without the express consent of the individual or in specific limited circumstances set out in the Freedom of Information and Protection of Privacy Act (FIPPA). Employees who are unsure how to respond to a request should contact the Privacy Office for advice. Requests from outside parties for non personal information that is not publicly available should be sent to the Privacy Officer to manage as Freedom of Information Requests.
- 6.4 Materials that contain confidential or personal information should not be disposed of in regular waste containers, but instead be shredded or in “Confidential Paper – Shredding and Recycling” containers.
- 6.5 Employees shall not be associated with information that the employee knows, or should know, to be false or misleading, whether by statement or omission.

7 ALLEGATIONS OF WRONGDOING

- 7.1 Employees have a duty to report, in accordance with B.310 Protected Disclosure (Whistleblower) Policy and Procedure any situation relevant to the University that they believe constitutes a wrongdoing, that is a deliberate act of commission or omission in the context of University related duties and activities that is dishonest, unethical, or involves a conflict of interest including but not limited to:
 - a) abuse of public trust;
 - b) endangering any person or the environment;
 - c) fraud or serious financial misconduct ;

- d) breach of University policy and/or procedures;
- e) violation of a legal or regulatory requirement;
- f) gross or systemic mismanagement or abuse of authority;
- g) any other act or omission that could seriously damage the University's operations, reputation, or financial standing;
- h) knowingly directing or counselling a person to commit a Wrongdoing or colluding with another to commit Wrongdoing;
- i) obstructing a person's right to disclose Wrongdoing as outlined in this Policy and
- j) any Reprisals for seeking advice about or reporting Wrongdoing or participating an investigation of Wrongdoing.

7.2 Employees will not be subject to discipline or reprisal for bringing forward, in good faith, protected disclosures of Wrongdoing in line with B.310 Protected Disclosure (Whistleblower) Policy and Procedure.

8 DESIGNATED OFFICER

The Vice President, People, Culture and Diversity is the Policy Owner responsible for the oversight of this policy. The administration of this Policy and the development, subsequent revision to and operationalization of any associated procedures is the responsibility of the Strategic Director, People, Culture & Diversity.

RELATED POLICIES AND GUIDANCE

B.212 Honoraria and Gifts Policy

B.310 Protected Disclosure (Whistleblower) Policy

B.511 Discrimination, Bullying & Harassment Policy

B.512 Human Rights, Diversity, Inclusion and Equity Policy

B.700 Privacy and Access to Information

OP.418 At-Risk Behaviour and Violence Response and Prevention

OP.420 Safety and Emergency Services

REFERENCES

Fairness by Design: An Administrative Fairness Assessment Guide. Canadian Council of Parliamentary Ombudsman (2022).