

CODE OF CONDUCT ACKNOWLEDGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Code of Conduct Policy
Approval Date:	October 1, 2018
Effective Date:	October 1, 2018
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

This procedure defines how NorQuest College (“college”) employees will be required to annually review and agree to comply with the Code of Conduct Policy.

Authority to establish this procedure is derived from the NorQuest College Board of Governor’s Policies:

- [No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation, and
- [No. 8](#), which requires the President and CEO to establish policies and procedures to ensure that college employees comply with the college Code of Conduct.

Procedures:

New employees are required to read the [Code of Conduct Policy](#) and complete the electronic acknowledgement [Employee Acceptance of Code of Conduct Policy Sign-Off form](#) as a condition of employment.

In addition, the Code of Conduct Policy will be circulated annually to all employees via electronic notification.

Employees will be requested to review the Code of Conduct Policy and:

- 1) Use the check box as an electronic signature to indicate that they have reviewed and agree to comply with the Code of Conduct Policy; and
- 2) If an employee believes that they may have a conflict of interest, or potential conflict of interest, or private interest influencing, or appearing to influence, their ability to objectively exercise/uphold their duties and responsibilities as an employee in the best interest of the college they are required to complete a [Code of Conduct Disclosure Form](#).

The completed form is then sent to the Vice President, People for review, approval and inclusion in the employee file. The form will be reviewed on an annual basis until such time that the conflict/potential conflict is eliminated.

Employees are responsible for understanding the Code of Conduct Policy and acting conscientiously to conduct business affairs and operations with integrity, courtesy, impartiality and

dignity in accordance with the Code of Conduct Policy and for disclosing potential conflicts of interest to their supervisor. Supervisors are accountable for ensuring that the employees in their area of responsibility are aware of the Code of Conduct Policy, for holding employees accountable for electronically acknowledging the Code of Conduct Policy, and for completing the [Code of Conduct Disclosure Form](#) when required. Supervisors are also accountable for addressing non-compliance in collaboration with People.

Definitions:

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Supervisor: means an employee whose job function requires them to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, executive directors, members of executive, and President and CEO.

Related NorQuest College Information:

- [Academic Misconduct Procedure](#)
- [Code of Conduct Disclosure Form \(online form\)](#)
- Code of Conduct Disclosure Form (attached for Board Members)
- [Code of Conduct Policy](#)
- [Employee Acceptance of Code of Conduct Policy sign-off form](#)
- [Non-Academic Misconduct Procedure](#)
- [Respectful Workplace and Learning Environment Policy](#)
- [Safe Disclosure Policy](#)
- [Safe Disclosure Procedure](#)

Related External Information:

N/A

Next Review Date:

November 2021

Revision History:

October 2018: new procedure, replaced retired Code of Conduct Annual Sign-Off Procedure
 August 2019: Compliance Office template & reorganization update

BOARD MEMBERS ONLY

Code of Conduct Disclosure Form

NorQuest College expects all members of the College community to engage in ethical behavior in all aspects of College related activities. All Board Members are expected to share in preserving and enhancing the College's image and reputation.

The College is committed to high standards of conduct. The Code of Conduct Policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships including the following: conducting oneself impartially; not acting in self-interest or furthering private interests by virtue of one's position; disclosing real and apparent conflicts of interest (including concurrent employment); adhering to gift limit restrictions:

SELECT GIFT LIMIT RESTRICTIONS (See Code of Conduct for detailed list):

Value of a single tangible gift	not exceed \$100	Total cumulative value of tangible gifts received from a single source in a calendar year shall not exceed \$200
Value of a single event invitation	not exceed \$200	Total cumulative value of event invitations received from a single source in a calendar year shall not exceed \$400.
For some "key external roles*", the value of events invitations	not exceed \$1,000	Total cumulative value of events invitations received by some key external roles, from a single donor or friend of the institution, in a calendar year shall not exceed \$1,500
Value of a single invitation to a conference, symposium, or professional development workshop permitted under this section	not exceed \$1,000	Total cumulative value of all such invitations received from a single source in a calendar year shall not exceed \$1,500.
Value of an invitation to present at a conference, symposium, or professional development workshop	single invitation worth up to \$3,000	May accept up to two such invitations to present from a single source in a calendar year without special approval.

* If a Board Member is offered a gift in excess of any of the monetary limits set out in the Code of Conduct, the Board Member may request in writing from a Higher College Official special approval to accept the gift.

Special approval shall be granted in writing, in accordance with the principles and provisions of the Code, and where acceptance of the gift would not create a real or apparent conflict of interest.

CONCURRENT EMPLOYMENT/APPOINTMENTS/ OUTSIDE ACTIVITIES

Individuals must disclose concurrent employment or an appointment or activity other than their position with the college, including volunteer assignments, where it is likely to create a conflict or the perception of a conflict. Individuals must not proceed with that activity until it is declared and approved by the college.

I am disclosing one of the above noted situations. This form will be reviewed on an annual basis by the Higher College Official who approved the disclosure, until such time that the conflict or potential conflict is eliminated.

DETAILS OF REAL OR APPARENT CONFLICT OF INTEREST, GIFT (Including invitations), OR CONCURRENT EMPLOYMENT:

DETAILS OF MANAGEMENT PLAN (or recommend reasons supporting why no real or apparent conflict of interest exists):

Dated this _____ of _____, 20__.

Board Member Signature

Board Member Name

Return completed form to the Board Coordinator, President's Office

Board Coordinator Signature

Form Received Date

The designated single point of contact for oversight of this process for the Board is the Board Coordinator with approvals made by the Chair of the Board.