

# 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.

<b>Functional category</b>	Human Resources
<b>Parent policy</b>	Code of Conduct Policy
<b>Approval date</b>	February 8, 2023
<b>Effective date</b>	February 8, 2023
<b>Procedure owner</b>	President and CEO
<b>Procedure administrator</b>	Vice President, People and Culture

## 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.

## Procedure

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 required to be reviewed annually by all employees through the online course.

All new and current employees will be required to complete the online course related to the new Code of Conduct policy annually.

Following the successful completion of the Code of Conduct course, employees will be required to complete the following each year:

- Employees will be requested to review the Code of Conduct Policy and 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 Conflict of Interest Disclosure form.
- The completed form is then sent to through their supervisor and to the through the Executive members assigned 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 completing the annual Code of Conduct policy content, and for completing the Conflict of Interest Disclosure form when required. Supervisors are also accountable for addressing non-compliance in collaboration with their Human Resources Business Partner

## 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, Members of Executive, or the President and CEO.

## Related information

### NorQuest College

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

### External

- N/A

## Next review date

April 2026

## Revision history

Date	Version Number	Action
October 2018	V1	New procedure, replaced retired Code of Conduct Annual Sign-Off Procedure.
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
August 2020	V3 (published as V2)	Revised procedure steps and annual review.
February 2023	V4	New template, title changes, formatting.