

Policy Name: Employee Code of Conduct  
Approving Authority: Board of Governors

Policy # HR-002  
Approval Date: 6/26/2023  
Date Last Reviewed: 6/26/2023  
Next Review Date: 6/2024

## **Statement**

The Employee Code of Conduct Policy of Beal University Canada (“BUC” or the “University”) provides the expectations of employees’ appropriate conduct and process of violations and appeals. The Board of Governors will review the policy annually.

## **Purpose**

The Employee Code of Conduct Policy establishes the responsibilities and expectations of an employee’s conduct at the University. The policy further outlines the process of responding to an occurrence of a violation and the corrective action process with the application of the rules of natural justice.

## **Roles and Responsibilities**

This policy applies to all employees of the University. All faculty and staff have the responsibility to ensure adherence to the employee code of conduct and to report incidents of misconduct in a timely fashion.

## **Policy**

Beal University Canada expects all executive officers, board members, faculty members, staff, and others who represent the University to maintain the highest standard of ethical conduct. Members of the University must:

- Demonstrate honesty and integrity when acting on behalf of the University.
- Ensure that all applicable federal, provincial, and municipal laws are followed.
- Demonstrate respect for others – discrimination based on race, religion, age, gender, national origin, ancestry, marital or parental status, sexual orientation, or physical ability will not be tolerated.
- Ensure any actions conform to the policies of the University.
- Ensure that any employment outside of the University does not interfere with the responsibilities and duties that an employee may have with the University.
- Ensure that information of a confidential nature is not disclosed to any unauthorized parties.

Any instances where the standards of ethical conduct have been breached are to be reported to the University President. The consequence of such breaches may include dismissal or termination of contract.

### Allegations, Review, Inquiry and Appeals Process

Refer to the Corrective Action Policy for the University’s process for reporting allegations, review and inquiry of misconduct under the principles of natural justice. Additionally, the Corrective Action Policy provides the required steps for complainant’s appeal process.

### **Related Policies and Documents**

AA-005 Academic Freedom Policy

AA-002 Academic Integrity and Honesty Policy

AA-003 Acceptable Use of Electronic Information Resources Policy

HR-001 Conflict of Interest Policy

AA-004 Corrective Action Policy

IT-001 Data Access Policy

RE-001 Ethical Research Policy

HR-003 Harassment and Discrimination Policy

HR-004 Human Rights, Equity and Fairness Policy

IT-005 Use of Information Technology Policy

Violation of Employee Code of Conduct Incident Report Form

### Addendum

#### Violation of Employee Code of Conduct Incident Report

If you have knowledge of a Beal University Canada employee violating the Employee Code of Conduct, you are encouraged to notify our office of the incident. Please use this form to report any behaviors of concern involving the BUC community, whether these behaviors occur inside or outside of the classroom or office setting.

#### Reporting Party Information

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Reporter's first and last name

\_\_\_\_\_  
First Last

Reporter's position/title

\_\_\_\_\_  
Reporter's phone number Reporter's email address

Urgency of this report:

- a. Normal
- b. Urgent

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM / PM (Circle one)

Location of Incident: On Campus / Off Campus / Online (Circle one)

Specific Location: \_\_\_\_\_

#### Employee Information

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Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### Questions

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Please Select the Employee Code of Conduct Violation(s) (circle all that apply):

- a. Disruptive behavior or open defiance of authority.
- b. Assault or threat towards a student, district personnel, or an authorized visitor.
- c. Misconduct to a person resulting in injury or death which includes property damage and theft.
- d. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.
- e. Unlawful use, sale, possession or presence of being under the influence of any controlled substance.
- f. Smoking.
- g. Disorderly, lewd, indecent, or obscene conduct.
- h. Possession or use of any firearms, explosives, dangerous chemicals, weapons, or other potentially harmful substances.
- i. Obstruction or disruption, on or off campus.

- j. Physical abuse or threat of physical abuse.
- k. Misrepresentation of self.
- l. Soliciting or assisting another in an act violating the Employee Code of Conduct.
- m. Use, possession, or distribution of alcoholic beverages and /or illegal narcotics/drugs.
- n. Unauthorized recording, dissemination, and publication of academic materials in any medium.
- o. Threatening actions or force to injure, intimidate or oppress because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
- p. Academic dishonesty: Falsification, plagiarism, cheating, and fabrication.      Violation of Copyright Laws.

Other: (Please provide detailed description below)

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Please provide a detailed description of the incident/concern using specific concise, objective language (who, what, where, when, and why)

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What actions have you taken regarding the violation?

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Supporting Documentation:

Please provide documents related to the reported incident.

(128MB maximum total size. **Attachments require time to upload so please be patient after submitting this form.**)