1.0 POLICY
Grant MacEwan University adheres to ethical standards reflecting honesty, integrity, fairness and respect, and expects all faculty and staff to exemplify these standards in their interactions, decisions and conduct in matters related to MacEwan affairs.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose
2.1.1 The purpose of this policy is to communicate MacEwan’s commitment to ethical conduct and to articulate the principles supporting that commitment.

2.1.2 This policy serves as a foundation for other policies and procedures on administrative and operational matters related to ethical conduct of employees at MacEwan.

2.2 Rationale and Guiding Principles
2.2.1 The main purpose of MacEwan is to encourage and facilitate student learning and student success. This endeavour is informed and enriched by research and scholarly pursuits in an environment that reflects the values of MacEwan. The attainment of this purpose requires the individual integrity of all members of the MacEwan workforce.

3.0 SCOPE AND DEFINITIONS

3.1 Scope
3.1.1 This policy applies to all employees and all individuals who enter into working or service relationships with MacEwan for specific purposes or specific time periods.

3.1.2 For purposes of this policy, MacEwan recognizes three distinct employee groups: employees covered by the Grant MacEwan Faculty Association, employees covered by the MacEwan Staff Association and employees covered by Board Employment Policy. In light of the distinct roles and needs of employees in these three groups, separate operational policies and procedures (and in some cases collective agreements) govern and guide decisions and support for each group.
3.2 Definitions

3.2.1 **Administrative staff** means employees designated as executive officers, officers, and administrators as outlined in relevant Board Employment policies.

3.2.2 **Discrimination** (for the purpose of this and related policies) means differential treatment, whether intentional or not, of an individual or group of individuals which is based, in whole or in part, on one or more than one of the protected grounds identified in the Alberta Human Rights Act; and which has an adverse impact on an individual or group of individuals, (subject to the good faith, reasonable and justifiable defenses outlined in the Act).

3.2.3 **Ethical conduct** is defined by the ideals and values shared by a community. The ethical principles and expectations regarding conduct outlined in this policy advance the values expressed in MacEwan’s Mission, “to exemplify the values of respect, integrity, citizenship and environmental stewardship through teaching, learning, scholarship, research and service”.

3.2.4 **Harassment** is defined as the abusive, unfair or demeaning behaviour towards a person or group that has the purpose or effect of interfering with a person’s or group’s status or performance, or creating a hostile or intimidating work or learning environment. Incidents of harassment may involve the abuse of power one individual has over another. Legitimate and reasonable efforts conducted to address performance or behavioral issues do not constitute harassment.

3.2.5 **Members of the MacEwan community** are those persons involved in conducting University affairs or using University property (all students, employees, contractors, and all visitors while they are on University property or are using University property).

3.2.6 **Officer** means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.

4.0 REGULATIONS

4.1 MacEwan respects and complies with its obligations under the law and its agreements. Any conflicts between this policy and MacEwan’s legal or contractual obligations are resolved with regard to and compliance with MacEwan’s legal and contractual obligations.
4.2 MacEwan, through its Administrative staff, is responsible for creating and sustaining an environment that encourages individuals with concerns to come forward (in accordance with MacEwan’s D7020 Safe Disclosure policy) in the knowledge that the University will:

4.2.1 Consider and investigate, if appropriate, allegations of behaviour that may breach the law or University policies;

4.2.2 Take all reasonable steps to provide protection for employees who make disclosures in good faith regarding conduct that is inconsistent with this policy; and

4.2.3 Follow appropriate procedures depending on the issues/concerns.

4.3 Administrative staff and supervisors are responsible for ensuring that their actions and interactions reflect the ethical principles outlined in this policy, and for actively supporting a culture that promotes ethical conduct by those reporting to them.

4.4 The officer responsible for University human resources is responsible for administration of this policy, and for developing policies and procedures to support the ethical conduct of employees.

4.4.1 In the event of suspected fraud or irregularity, the provisions of MacEwan’s D7110 Fraud and Irregularities policy may apply.

4.4.1.1 Irregularities include (but are not limited to) contraventions of MacEwan’s policies.

4.4.2 In the event of suspected violation of access to information and privacy protection legislation, the provisions of MacEwan’s records and information management related policies (general, student and employee) may apply.

4.5 Responsibilities under this policy fall broadly into four categories. The individuals covered by the scope of this policy are responsible to exhibit:

4.5.1 Respect for the law and University governance

4.5.1.1 Observe and comply with relevant law (including the law of the countries to which they travel when travelling outside of Canada). They are responsible to act in accordance with MacEwan policies and procedures when conducting University affairs, using University property or visiting University sites; and to respond
positively to any lawful and reasonable direction given by persons who are authorized to give such direction.

4.5.1.1 Those vested with accountability and administrative responsibility for each “D” classified policy and procedure are responsible to address matters of non-compliance for policies and procedures within their purview. In cases where non-compliance involves employees, the decisions regarding the appropriate response for non-compliance shall be taken in consultation with the department responsible for human resources. Consequences for non-compliance may include disciplinary action up to and including discharge.

4.5.1.2 Uphold the good name of MacEwan and exercise judgment in the best interests of the University.

4.5.2 Fair treatment of people

4.5.2.1 Treat others with respect and dignity;

4.5.2.2 Not engage in discrimination or harassment;

4.5.2.3 Conduct interactions in a manner that is characterized by respectful communications; and

4.5.2.4 Recognize the increased obligations when dealing with minors, including obligations to protect minors from harassment and discrimination.

4.5.3 Professional behaviour

4.5.3.1 Carry out their duties in a manner appropriate for the position of trust in which they are placed.

4.5.3.2 Recognize and avoid:

4.5.3.2.1 Conflicts between their private interests and their University responsibilities;

4.5.3.2.2 Situations where there is a reasonable basis for the perception of such a conflict; and

4.5.3.2.3 Situations that may constitute an abuse of any positional power relationship that may exist.
4.5.3.3 Ensure that when expressing any private point of view that these views are identified as such and are not to be attributed to MacEwan.

4.5.4 Care and diligence in fulfilling responsibilities

4.5.4.1 Carry out their duties honestly, responsibly and in an unbiased manner, to the best of their ability; and

4.5.4.2 Ensure that University resources are managed and used effectively, efficiently and for their specified purpose.

4.6 If in doubt about the ethics of a proposed action, employees should seek counsel from those supervisors or Administrative staff who can assist in determining the appropriate course of action. Assistance is also available from the department responsible for human resources.

4.7 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of this policy for additional guidance).
FACT SHEET

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Accountability
Office of Accountability: Vice President, University Services
Office of Administrative Responsibility: Director, Human Resources
Approved By: Board of Governors
Contact Area: Human Resources
Authority: MacEwan Mission and Values

References and Acknowledgements

Related and Associated Matters
Associated Policies & Procedures: D7020 Safe Disclosure, D1205 Conflict of Interest and Commitment, D7110 Fraud and Irregularities, D1125 Harassment
Related Policies:
C1000 Academic Integrity, C5051 Code of Conduct for Integrity in Research and Scholarly Activity, D1100 Respectful Workplace, D1000 Employee and Labour Relations, D7220 Records and Information Management, E1050 Student Records, D1190 Access to Information in Employee Personnel Files: Disclosure of Information