

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>CODE OF ETHICS</b>	<b>POLICY #: OPR D-11</b>	<b>APPROVED: OCTOBER 9, 2012 REVIEWED: DECEMBER 12, 2017</b>

Members of the staff of Parkland College shall carry out their professional duties, obligations, and responsibilities with integrity and conduct themselves in accordance with the College's Mission and Values and in accordance with the principles of adult education.

These ethical principles are not intended to replace or provide a substitute for Codes of Ethics applicable to specific professions. Parkland College employees will adhere to the Code of Ethics outlined below:

#### **Commitment to Learners/Clients**

1. To respect each learner/client;
2. To encourage the personal and academic growth of each learner/client;
3. To apprise learners/clients of their rights, obligations, opportunities and risks;
4. To seek ways to better serve the needs of learners/clients;
5. To ensure a positive and safe learning environment;
6. To refrain from an intimate relationship with a learner/client in which one member has greater authority than the other by virtue of his / her position or control or access to resources;
7. To refrain from conduct which is harmful to the best interest of the learners / client;
8. To refrain from physical or sexually abusive conduct; and
9. To maintain learner/client confidentiality.

#### **Commitment to Co-Workers**

1. To conduct oneself professionally;
2. To act with consideration for the interests, character and reputation of co-workers;
3. To support and assist co-workers;
4. To keep the trust under which confidential information is exchanged; and
5. To ensure a positive work environment.

#### **Commitment to Employer**

1. To follow all contracts as agreed until such contracts are legally terminated;
2. To remain focused on the duties as outlined in job descriptions;
3. To refrain from outside employment or influences which might impair commitment to the College;
4. To refrain from conduct that would reasonably be regarded by the profession and the College as disgraceful, dishonorable or unprofessional;
5. To be responsible for quality service;
6. To be consistent in the application of College policies;
7. To practice zero tolerance of harassment as defined in the College policy;

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>CODE OF ETHICS</b>	<b>POLICY #: OPR D-11</b>	<b>APPROVED: OCTOBER 9, 2012 REVIEWED: DECEMBER 12, 2017</b>

8. To be aware of and involved in policy changes;
9. To follow all terms of the duly negotiated collective agreement;
10. To represent with accuracy professional qualifications, education, experience or affiliations; and
11. To uphold the positive image of the College.

**Commitment to Community**

1. To be a good citizen;
2. To use facilities for purposes consistent with College policy;
3. To protect the educational system from exploitation;
4. To be aware of the negative impact of stereotyping and discrimination; and
5. To be sensitive to diversity within the community.