

Mohawk College

Employee Code of Conduct

A Message from the President

Employees make the difference at Mohawk. Your hard work and dedication over many years has created a special trust and confidence with our students, colleagues, the broader community, and government. The values embedded in our culture and enumerated in our strategic plan have sustained that trust and confidence over time.

Preserving this privileged position should be top of mind for everyone who works at Mohawk College. This Code of Conduct reflects the College's core values and reminds us to work to the highest ethical standards as public servants and educators every day. Open and honest employee feedback helped to guide the content. The Code of Conduct should be a touchstone for all of us in the course of our day-to-day activities and whenever we are presented with a difficult or unusual situation. This Code is meant to support the College's policy obligations and employment contracts.

Thank you for your ongoing commitment and dedication to our organization and the important work that we do.

Rob Maclsaac

OUR VALUES

As College employees, our values guide our actions and decisions, define our innovation culture and focus on students, staff and community.

1. **We are student focused.** Students and learning are at the heart of all we do.
2. **We are committed to excellence.** We are committed to best practices in education, corporate and student services.
3. **We engage our community.** We are responsive to and collaborative with the communities we serve.
4. **We are inclusive.** We ensure a welcoming and supportive environment for all.
5. **We are accountable.** We act with integrity, transparency and base our decisions on evidence.

Our values are the foundation for Mohawk's Code of Conduct. The Code integrates those values into our decisions, actions and approach to work and is designed to promote ethical decision-making and behaviours. The terms "we" and "our" are used in the Code to convey that each of us has a personal responsibility to uphold the principles of the Code. The Code of Conduct is not intended to be an exhaustive list covering all possible behaviours or situations; if you have a question or you are looking for guidance on the Code, ask your manager or Human Resources.

INTEGRITY

Integrity is being honest and doing what is right no matter the circumstances. Integrity requires you to make the right choice and to put your own personal agenda aside for the greater good of the organization. Public service is about public trust. A service that does not have integrity will never gain the trust of the students or the public. Professional integrity and behaviour is critical in fulfilling our role as public servants and educators.

*If you have integrity,
nothing else matters.
If you don't have
integrity, nothing else
matters.
- Alan Simpson*

CONFLICT OF INTEREST

The College recognizes the importance of building strong relationships with business partners and encourages employees to become involved in their community. As public servants, we must always focus on the best interest of the students and the College, not our own. It is our shared responsibility to make decisions without bias, to use diligence and good judgment.

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Avoiding Conflict of Interest Means...

- Making work decisions without consideration of our personal or outside interests or those of our family and friends. Removing ourselves from decisions that might unduly affect, or might be seen to affect, the interests of other groups or organizations that we participate in.
- Providing full and immediate disclosure of information where there might be a conflict between our personal interests and those of the College. Over time, should circumstances change, we may need to disclose again: the obligation to disclose is a continuing one.
- Complying with the College's procurement by-laws and policies when buying goods or services.
- Abiding by the laws (i.e.: Freedom of Information Privacy Act) and College policies to avoid situations where there may be actual or perceived conflict of interest).

Circumstances Which May Be Seen As a Conflict Of Interest...

- Accepting gifts, hospitality or entertainment from people or businesses where it may influence or be perceived to influence our business decisions.
- Using confidential information or our affiliation with the College to advance private interests, provide preferential treatment or act in any way that can harm the College's or individual's reputations.
- Taking on other work that creates a real or perceived conflict of interest with our College duties, services or work obligations.

A note on family:

*Live so that when
your children think
of fairness and
integrity, they think
of you.*
- H. Jackson Brown,
Junior

The College recognizes how important our families are to us, and the importance of close family relationships. What is important is making sure that we do not use our positions as College employees to give preferential treatment, whether it is to ourselves, friends or our families (including extended family such as cousins, in-laws, etc.). We encourage public confidence by ensuring that College business is conducted fairly and free from nepotism. This leads to a shared expectation that all hiring, promotions, performance appraisals and discipline will be undertaken in an impartial manner. Impartiality in employment matters also helps to ensure that the College respects its collective agreement obligations and hires the best talent based on merit.

Note: Qualified students, whose parents are staff members at Mohawk, are eligible for short term experience and employment opportunities, provided they do not report to family members.

A Conflict of Interest Would Exist in...

- Supervising or including members of our family within our span of control or making decisions that affect their employment to the exclusion of others.
- Giving preferential treatment in recruitment or selection for vacancies.

RESPECT AND LOYALTY

We create and maintain a safe and healthy work environment which fosters learning, development and dignity. At Mohawk we have a workplace which celebrates individual uniqueness and is inclusive, where everyone is respected and their contributions are valued and the needs of those with and without disabilities are met. Attitudes of respect and acceptance of a diverse population of students, staff and the community are encouraged.

We have an obligation to help build pride in our College, to respect the dignity, uniqueness and diversity of our community and to treat others as we would like to be treated ourselves. Our students and the public have an interest in ensuring that College employees are loyal and committed to carrying out the will and decisions of the College and that our actions or comments do not negatively affect the perception of the College.

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Respect For All And Loyalty Means...

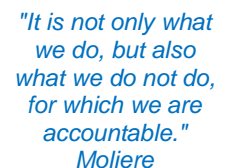
- Being honest, polite, courteous and supportive when we deal with people, whether they are students, members of the public or our co-workers.
- We foster an atmosphere of shared responsibility and support our co-workers in their work.
- Listening and being responsive to students and employees in pursuit of excellence.
- Resolving disagreements in a professional manner and with respect for others.
- Acting as role models for our students and supporting them as they prepare for the future – both in professional and personal skills.
- Providing excellent customer service every day.
- Recognizing that we are the public face of the College, so we conduct ourselves accordingly and dress professionally.
- Recognizing the President, the Board of Governors and management as the voice of the College and respecting their decisions.
- Handling sensitive and confidential information with care and disclosing only in accordance with College policies relating to the Freedom of Information, Protection of Privacy Act and the Private Health Information and Privacy Act when appropriate.

Disrespect and Disloyalty Means...

- Harassing, bullying or intimidating others. The College has no tolerance for this kind of inappropriate behaviour.
- Manipulating, falsifying, altering or amending documents, information or records for fraudulent purposes.
- Publicly disparaging or discrediting the College, our co-workers or the management team, which may in turn harm the reputation of the College or detrimentally impact enrolment.
- Claim to speak or act on behalf of the College unless we have been authorized to do so or to imply a connection between our personal comments or opinions and the College. This includes, but is not limited to, public forums such as social media sites.

ACCOUNTABILITY AND TRANSPARENCY

As public servants we are accountable for what we do and our accountability is ensured by transparency. We owe it to the public to do our jobs well, to be open and honest with the students, our managers, our staff and the Board of Governors. We are proud to live these principles in our work every day and we encourage accountability in this regard. We know that breaches of the values set out in this Code can only erode our reputation and, ultimately, our integrity. We owe it to the students, to the public, and to ourselves to be accountable for our actions.



*"It is not only what we do, but also what we do not do, for which we are accountable."
Moliere*

Accountability and Transparency means...

- Knowing the Code of Conduct and complying with its principles as part of our daily work and reviewing the Code as part of our annual performance planning cycle.
- Disclosing breaches of the Code of Conduct immediately, whether they are committed by ourselves or a co-worker.
- Cooperating with investigations into alleged wrongdoing.
- Managing and caring for our resources in a publicly defensible and environmentally prudent way.

Mohawk's Employee Code of Conduct is supported and endorsed by the Mohawk Executive Group (M.E.G.)
Effective: December 21, 2011