

#05 Code of Conduct

BOARD POLICY

Board Approval: November 28, 2018
Effective Date: December 1, 2018
Amendment Date: November 24, 2020
Review Date: November 30, 2023

PURPOSE

Employees and Representatives of HLG are expected to model honourable corporate citizenship and demonstrate exemplary standards of conduct at all times.

DEFINITIONS

Board – the Boards of Governors / Directors of HLG

Chief Executive Officer – the head of operations of HLG

Code – specific to this policy, Code refers to this Code of Conduct Board Policy

Contractor – a person or company hired under a contract to provide specific services for HLG

Employee – an individual who is working under an employment relationship with HLG

HLG – Headwater Learning Group, the term for three independent charitable organizations — Calgary Academy Society, Headwater Learning Foundation and Headwater Learning Solutions Foundation

Intellectual Property – the proprietary knowledge and skills owned by HLG once generated

Representatives – directors and contractors of HLG

Reprisal – a measure taken, direct or counselled, that leads to an adverse employment action as a result of reporting Wrongdoing

Supervisor – the designated authority responsible for overseeing the growth, supervision and evaluation of each employee who reports to them

Wrongdoing – activity that may be considered ethically, morally, or legally inappropriate

GUIDELINES

1. HLG is committed to modeling behaviours of good corporate citizenship and will comply in all respects with the laws and regulations applicable to its business and operations.
2. HLG will conduct business in accordance with high ethical and legal standards.
3. Employees and Representatives will model the core values, beliefs, principles and standards of conduct established by the Boards of HLG including all forms of digital communication.
4. Employees and Representatives must act in the best interest of HLG and avoid any situation which may result in a conflict of interest (real or perceived) between themselves and HLG.
5. All information regarding the business and activities of HLG is considered confidential unless publicly disclosed as part of HLG's reporting obligations.

6. Employees and Representatives with confidential information may not communicate such information to a third party, without written approval from the Chief Executive Officer.
7. Intellectual Property of HLG is considered strictly confidential and wholly owned by HLG. Sharing of Intellectual Property requires written approval of the Chief Executive Officer.
8. Employees and Representatives, as authors or co-authors of any program, technology, literature, or other proprietary information, waive all rights to claim authorship thereof, unless such agreement to share in the ownership of this data is agreed upon with HLG.
9. HLG will comply with all provincially legislated obligations to ensure the private information of Stakeholders is protected.
10. In the event an Employee or Representative has knowledge of a violation of this Code, the Representative has the obligation to report it to their Supervisor, Executive Director, or the Chief Executive Officer, without fear of reprisal.
11. Violations of this Code will be subject to disciplinary action, up to and including termination of the Employee's employment or Representative's employment for cause or Contractor's contract for cause.

REFERENCES

Alberta Human Rights Act, RSA 2000, c. A-25.5, as amended

Personal Information Protection Act, SA 2003, c. P-6.5, as amended

CROSS-REFERENCES

Board Policy – Occupational Health and Safety

Board Policy – Privacy & Security of Information

Board Policy – Respectful Learning & Working Environment

Board Policy – Whistleblower

C-03 Occupational Health and Safety Procedure

C-08 Professional Code of Conduct Procedure

C-09 Progressive Discipline Procedure

F-09 Dispute Resolution Procedure

Calgary Academy Family Handbook

Headwater Learning Group Employee Manual