

#05 Code of Conduct

BOARD POLICY

Board Approval: November 28, 2018
Effective Date: December 1, 2018
Review Date: June 26, 2024
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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 Directors of CA, HLF and HLS, otherwise known as the Headwater Learning Group (HLG).

Chief Executive Officer (CEO) – The head of operations of each of the three entities of HLG.

Code – Any set of standards set forth and enforced by a government agency for the protection of public safety, health, etc. Specific to this policy / procedure, Code means the Code of Conduct

Conflict of Interest – occurs when an individual's personal interests from family, friendships, financial or social factors could compromise their judgement, decisions or actions in the workplace or board governance.

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 – Creations of the mind, such as inventions, literary and artistic works, designs, and symbols, names and images used in commerce.

Representatives – Board 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 – Someone who is responsible for leading one or more employees, a department(s), and/ or the operations of the HLG worksite.

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. Employees and Representatives, as author or co-author of any program, technology, literature, or any other proprietary information, hereby waives all rights to claim authorship thereof, unless such agreement to share in the ownership of this data is agreed upon with HLG.
8. Employees and Representatives, as author or co-author of any program, technology, literature, or any other proprietary information, that utilizes HLG resources or materials and is created while performing duties as an HLG employee hereby waives all rights to claim authorship thereof, unless such agreement to share in the ownership of this data is agreed upon with HLG.
9. 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.
10. HLG will comply with all provincially legislated obligations to ensure the private information of Stakeholders is protected.
11. Any Employee or Representative with knowledge of an alleged violation of this Code, has the obligation to report it to their Supervisor, Executive Director, or the Chief Executive Officer, without fear of reprisal.
12. Alleged violations will be investigated.
13. 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 service provider's contract with HLG 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