

CODE OF CONDUCT ACKNOWLEDGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Code of Conduct Policy
Approval Date:	October 1, 2018
Effective Date:	October 1, 2018
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

This procedure defines how NorQuest College (“college”) employees will be required to annually review and agree to comply with the Code of Conduct Policy.

Authority to establish this procedure is derived from the NorQuest College Board of Governor’s Policies:

- [No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation, and
- [No. 8](#), which requires the President and CEO to establish policies and procedures to ensure that college employees comply with the college Code of Conduct.

Procedures:

New employees are required to read the [Code of Conduct Policy](#) and complete the electronic acknowledgement [Employee Acceptance of Code of Conduct Policy Sign-Off form](#) as a condition of employment.

In addition, the Code of Conduct Policy will be circulated annually to all employees via electronic notification.

Employees will be requested to review the Code of Conduct Policy and:

- 1) Use the check box as an electronic signature to indicate that they have reviewed and agree to comply with the Code of Conduct Policy; and
- 2) If an employee believes that they may have a conflict of interest, or potential conflict of interest, or private interest influencing, or appearing to influence, their ability to objectively exercise/uphold their duties and responsibilities as an employee in the best interest of the college they are required to complete a [Code of Conduct Disclosure Form](#).

The completed form is then sent to the Vice President, People for review, approval and inclusion in the employee file. The form will be reviewed on an annual basis until such time that the conflict/potential conflict is eliminated.

Employees are responsible for understanding the Code of Conduct Policy and acting conscientiously to conduct business affairs and operations with integrity, courtesy, impartiality and

	<p>dignity in accordance with the Code of Conduct Policy and for disclosing potential conflicts of interest to their supervisor. Supervisors are accountable for ensuring that the employees in their area of responsibility are aware of the Code of Conduct Policy, for holding employees accountable for electronically acknowledging the Code of Conduct Policy, and for completing the Code of Conduct Disclosure Form when required. Supervisors are also accountable for addressing non-compliance in collaboration with People.</p>
Definitions:	<p>Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.</p> <p>Supervisor: means an employee whose job function requires them to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, executive directors, members of executive, and President and CEO.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • Academic Misconduct Procedure • Code of Conduct Disclosure Form • Code of Conduct Policy • Employee Acceptance of Code of Conduct Policy sign-off form • Non-Academic Misconduct Procedure • Respectful Workplace and Learning Environment Policy • Safe Disclosure Policy • Safe Disclosure Procedure
Related External Information:	N/A
Next Review Date:	November 2021
Revision History:	<p>October 2018: new procedure, replaced retired Code of Conduct Annual Sign-Off Procedure</p> <p>August 2019: Compliance Office template & reorganization update</p>