NORQUEST COLLEGE

Code of Conduct Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Human Resources
Approval date	Board of Governors Approved October 30, 2024
Effective date	May 28, 2025
Policy owner	President and CEO as related to employees Chair, Board of Governors as related to board members
Policy administrator	Vice President, People, Culture & Equity

Objective

As a publicly funded institution, NorQuest College (college) recognizes that the people of Alberta have a right to a public service which is conducted with impartiality and integrity. It is this special obligation to Albertans that demands that there not be, nor seem to be, any conflict between the private interests of employees and their duty to the public. At the same time, it is recognized that employees should enjoy the same rights in their private dealings as any other citizens, unless it can be demonstrated that a restriction is essential to the public interest.

The college expects all members of the college community to engage in ethical behaviour in all aspects of college related activities. All board members and employees are expected to share in preserving and enhancing the college's image and reputation.

The college is committed to high standards of conduct. This Code of Conduct Policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships.

The objective is conduct of the highest ethical caliber.

Authority to establish this policy 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.

Given this policy also applies to the Board of Governors, Board approval is required.

Policy

The college considers it of utmost importance that all members of the college community make a conscientious effort to conduct business affairs and operations with integrity, courtesy, impartiality, and dignity in a manner aligned with college values.

The college Code of Conduct applies to all members of the college community. (Board members, employees, senior officials and contractors).

The provisions in this Code that apply to employees apply to board members; and senior officials, and contractors unless stated otherwise. There may be additional provisions that apply only to board members, and senior officials.

Expectations

Employees and board members are expected to:

- Demonstrate respect for the dignity and individuality of all persons by:
  - promoting an environment that is free of any form of harassment or discrimination;
  - refusing to tolerate verbal or physical abuse or the threat of abuse;
  - refraining from behaviours that interfere with or negatively disrupt the learning, living, or work life of others;

  - treating confidential information appropriately; and
  - encouraging others to feel welcome and safe.

- Demonstrate a high standard of personal conduct at the college and in other activities related to the college by:
  - upholding the law;
  - refraining from behaviour that would bring the college into disrepute;
  - using good judgment and not engaging in inappropriate sexual behavior including but not limited to: sexual violence or sexual harassment;
  - refraining from inappropriate possession, consumption, or functioning under the influence of any intoxicating substance;
  - being reliable in commitment to participate in work, study, and related activities;
  - refraining from the use of a position of trust to receive special benefits or consideration, financial, or material gain for employee or employee direct associates. Direct associate/directly associated is (a) your spouse or adult interdependent partner, your child (b) a corporation having share capital and carrying on business or activities for profit or gain and you are a director or senior officer (president, vice-president, secretary, treasurer) of the corporation, (c) a private corporation carrying on business or activities for profit or gain and you own or are the beneficial owner of shares of the corporation, (d) a partnership (i) of which you are a partner, or (ii) of which one of the partners is a corporation directly associated with you;
  - appropriately using any real or perceived position of authority;
  - consistently practicing honesty in employee academic or work life; and
  - supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment.

- Respect college assets and the property of others by working to

create an environment that treats these assets with respect and does not condone:
    - theft, vandalism or damage of property;
    - unauthorized use or entry to any space or property; or
    - violation of civil or criminal statutes.

- Practice integrity by supporting others in adherence to the college Code of Conduct by:
    - proactively self-reporting and reporting possible breaches;
    - recognizing how this policy is connected with a number of more in-depth college policies, procedures, and provincial and federal legislation; and
    - taking responsibility for learning how related legislation, policies, and procedures apply to an employee situation.

- NorQuest College requires employees/board members to:
    - conduct work relations openly, honestly, and with respect and professionalism;
    - act with transparency and accountability for actions;
    - provide quality service to students, internal and external stakeholders, customers and clients;
    - ensure integrity and impartiality in decision making;
    - safeguard the property and assets of the college; and
    - adhere to college policies and procedures.

Consequences of Breach: A breach of this policy could result in disciplinary action up to and including termination of an employee's employment, or of the relationship of a board member with NorQuest.

Responding to a Potential Breach: If a real or apparent breach is reported, the Director, People & Talent Operations or their designate will review the complaint and complete an initial assessment to determine if an investigation is warranted. Where the complaint concerns the President and CEO or a board member, the Board Chair will complete an initial assessment to determine if an investigation is warranted. Where the complaint concerns the Chair of the Board, the Chair of the Governance Committee will complete an initial

assessment to determine if an investigation is warranted, and will involve the Ethics Commissioner if necessary. The Board Chair/ Chair of Governance Committee shall have access to confidential expert advice should they require it. Where warranted, an investigation will be initiated.

Once an investigation is complete, a written investigation report will be prepared by the investigator. The written report will outline the findings made through the investigation. Those findings include whether or not the respondent breached this policy. Once the investigation is complete, the full investigation report is submitted to the Vice President, People, Culture & Equity for review for complaints concerning employees. The report is to be submitted to the Board Chair for complaints concerning the President & CEO or a Board Member, and to the Chair of the Governance Committee for complaints concerning the Board Chair. Following the review, the complainant and respondent will be provided with a letter from the Director, People & Talent Operations or their designate outlining the findings that were made in relation to the complaint.

A complainant or respondent may within seven (7) business days of receiving notice of the investigation's findings, seek to have the findings reviewed. That notice must be served on the Vice President, People, Culture & Equity. In the case of employees, this review shall be undertaken by the President and CEO, or their delegate. Where the respondent is the President and CEO or a board member, the review shall be undertaken by an ad hoc committee of the Board, consisting of at least three (3) members. The ad hoc committee of the Board shall have access to confidential expert advice should they require it. The review process will occur in writing.

Within 30 business days of receiving the notice of review, the college will provide the complainant or respondent with its decision in relation to that review. That decision shall be provided in writing, and is final.

Decisions as to any sanctions arising from the investigation's findings shall be made following the expiry of the period within which the respondent may review the investigation's findings, or where applicable, following the release of the decision in relation to the review of the investigation's findings. Those

decisions shall be made in accordance with any applicable legislation, contracts, policies, procedures, collective agreements, and bylaws.

The college wishes to clearly convey the importance of protecting the college, its reputation, employees and assets from the consequences of wrongdoings as defined in the Public Interest Disclosure (Whistleblower Protection) Act (PIDA). To achieve this, the college is committed to upholding an atmosphere whereby employees can confidentially disclose alleged wrongdoings and alleged violations of this Code and college policies or seek advice about disclosing these matters, without retribution.

Personal Conduct and Conflict of Interest

A conflict of interest arises in any situation where an employee's or board member's obligation to serve the best interest of the college could be affected by other motivation for the employee/board member, such as private interest, obligation or objective. Employees/board members must avoid situations where private interests conflict or are perceived to conflict with the interests of the college. Employees and board members are prohibited from acting in self-interest or furthering their private interests by virtue of their position with NorQuest College, or through the carrying out of their duties for NorQuest College.

A conflict of interest, or potential conflict of interest, exists when a personal or private interest influences, or appears to influence, a NorQuest College employees' or board members' ability to objectively exercise/uphold their duties and responsibilities as employees/board members in the best interest of the college.

Conflict of interest includes but is not limited to:

- a situation in which a person has a private interest that is sufficient to appear to influence the objectiveness of their professional duties; and
- a situation where there is the potential for the personal and/or financial considerations of a person to be at odds with their public position.

Conflicts of interest also occur when the interest of the person and the college are in conflict. Some examples include, but are not limited to, when

employees/board members:

- accept material or financial benefit from a non-college organization for favouring or promoting that organization by virtue of their college position;
- undertake to influence college business, to benefit private interests i.e. in hiring decisions, awarding contracts, etc.;
- allow the performance in their NorQuest position to be influenced by providing favours or offers of future employment or the anticipation of offers of employment;
- accept without written authorization, a research grant or contract from any organization from which they receive, or may subsequently receive, direct or indirect benefits or are directly associated with;
- undertake to direct, manage, or participate in any non-college activities where such activity would conflict with the full-time employment effort they would otherwise be expected to dedicate to college activities; and
- employ their students in any commercial venture related to the students' study or research, or proceed to commercialize the results of the students' work, where such activities would infringe on the students' rights to complete the program of study for which they are registered and to publicize freely their findings.

Employees/board members should not gain personal financial benefit directly or through a direct associate by use of their position or college information obtained in the course of their employment including:

- obtaining an unauthorized material benefit from a transaction between the college and another individual or company;
- competing against the college by selling, consulting, operating, or maintaining any product or service which is offered by the college; and
- entering into a relationship with a superior or subordinate that may result in personal gain or undue favour in your NorQuest position.

Senior Officials are subject to all the provisions above. A Senior Official must not use their office or power to influence or seek to influence a decision to be made by or on behalf of the Government of Alberta or NorQuest College to further their own private interest or their direct associate's interest.

Working Relationships with Directly Associated Individuals

Employees may not directly supervise a related person (spouse, interdependent partner, sibling, parent, or child). Employees also shall not be involved in the recruitment, selection or performance management of a directly associated individual.

Beyond these parameters, indirect reporting relationships with a related person may be permissible, however they must be disclosed through the Code of Conduct disclosure reporting process, with appropriate management plans included within the submission.

Other Outside Involvement

The college supports employee involvement in community-based work where they will grow personally and/or professionally and/or where the college will benefit from such involvement. This includes volunteer work, board work (volunteer or paid), or committee involvement. The college appreciates board members are unfettered in their outside involvement in paid work, volunteer work, board work, or committee involvement, except where actual or apparent conflicts of interest may arise.

If an appearance before a committee, council, board, commission, organization, association or any other agency could result in adverse consequences for the college, or represent a conflict of interest between the interests represented by the employee/board member and the interests of the college, the employee/board member must not participate.

Employees/board members may however, exercise their rights as a citizen so long as it is clear that they are representing themselves as a private citizen and in no way represent the interests of the college.

Political Activity

Board members and employees can participate in political activities, including membership in a political party and supporting a candidate running for elected office.

Board members may not seek nomination as a candidate in a provincial

election.

Employees who run as candidates in a federal, provincial, or municipal council election may be asked to take a leave of absence without pay, commencing on the day after the day that the election is called, or on the day that their candidacy is publicly announced, whichever is later (in accordance with Secondary Employment provisions below). An employee would be required to resign if elected to provincial, or federal office.

Appointments, Secondary Employment (includes but is not limited to continuing education agreements or paid board activity)

Employees and Board members must avoid creating real or apparent conflicts of interest due to their engagement in employment or activities other than their position with the college.

Employees and Board members may accept appointments, volunteer assignments, and participate in secondary employment except where it:

- interferes with the individual's duties, availability or performance to the college's requirements during any portion of the regular working hours, except in pre-approved circumstances;
- has the individual gaining any personal benefit or acting in any capacity for a supplier, contractor, customer, or any other entity with which the college does business;
- might reasonably expect them to disclose confidential or proprietary information to which they have access by virtue of their position with the college;
- is a position as an employee, member of a Board of Directors or an officer of a competitor of the college or another academic facility; or
- for any reason, creates or appears to create conflict of interests.

Employees and Board members must use discretion in determining whether secondary activity might cause a conflict such that the declaration and prior approval is required.

Where a secondary appointment or employment will not create a conflict of interest, the individual may proceed with that activity. However, where a

secondary appointment or employment is likely to create a conflict or the perception of a conflict, the individual must not proceed with that activity until it is declared and approved by the college in accordance with the Process of Approval outlined below.

Process for Approval of Appointments, Secondary Employment:
For exceptions to these types of situations employees and Board Members are required to declare and obtain approval from a higher college official. The designated single point of contact for oversight of this process for employees is the Vice President, People, Culture & Equity, with approvals required made by the Vice President, People, Culture & Equity, working with the Vice President, Enrolment & Communications. For the President and CEO, the approval is by the Board Chair, and in accordance with the Obligations of the President section below. For Executive Team members, the approval is by the President and CEO. For Board Members, the approval is by the Chair of the Board, and if it pertains to the Chair of the Board, then the Chair of the Governance Committee.

Approval must be obtained prior to engaging in the concurrent employment or appointment and will be documented and placed in the employee's file. Where approval is given, the college may request the use of professional development or unpaid leave or vacation time to pursue these opportunities. The employee may choose to donate their proceeds or honorarium back to the college.

Disclosure
Not every possible conflict of interest is outlined here. However, if an employee/board member finds themself in a situation where a conflict of interest exists or may be perceived to exist, full disclosure of the circumstances to the college provides an opportunity to deal with the issue before difficulties arise.

The college expects its employees/board members to disclose immediately on discovery, and to resolve subsequently with the college, any actual or potential conflicts of interest arising from activities with which they are engaged. Employees/board members breach the Conflicts of Interest Act if they fail to appropriately or adequately disclose a real or apparent conflict of interest.

Board members and employees are required to declare in writing any actual or potential conflict of interest.

Employees shall send an email to their higher college official to identify the issue or situation and the proposed approach to manage the issue or situation utilizing the Code of Conduct Disclosure Form.

Deans and Directors informed, must make their Vice President aware. Vice President's and the Chief of Staff, Director of Strategy informed, must make the President and CEO aware. If a conflict of interest pertains to the President and CEO then the Board of Governors Human Resources Committee and Ethics Commissioner should be made aware. If a conflict of interest pertains to a board member, then the Chair of the Board should be made aware, and if it pertains to the Chair of the Board, then the Chair of the Governance Committee should be made aware.

Any approvals or plans to manage conflicts of interest should be held within the college's electronic disclosure system (employees) or placed in the board member's file and reviewed annually as part of the Code of Conduct annual sign-off process.

The designated single point of contact for oversight of this process for employees is the Vice President, People, Culture & Equity. Two approvals of disclosures are required which may be provided by the Vice President, People, Culture & Equity, the Vice President, Enrolment & Communications or the President and CEO, with no delegations permitted. For the Board, the single point of contact for oversight is the Board Coordinator with approvals made by the Chair of the Board.

Board members and employees are required to recuse themselves from decisions in which an actual or apparent/perceived conflict of interest may exist.

If a board member or employee is charged with an offence under the Criminal Code of Canada or Controlled Drugs and Substances Act (Canada) arising from their conduct while on or off duty, they shall immediately disclose the charge

to their direct People Leader and Higher College Official (in the case of President and CEO or board members, the Chair, or in the case of the Board Chair, the Chair of the Governance Committee). NorQuest College will act to protect the students, employees, and reputation of the college in the circumstances.

Confidential and Personal Information

- All information and intellectual property created in the course of college business is the exclusive property of the college. All college information is confidential unless business practice requires disclosure to the public or to selected parties.
- All intellectual property including but not limited to specialized tools, technical programming and work methods are the property of the college (per Section 68 of the Post-secondary Learning Act).
- Confidential information may take a variety of forms-verbal or written, computer data, disk, paper document, files, records, photos or film. Employees/board members shall not use, copy or disclose confidential information for personal gain or advantage. Unauthorized disclosure includes revealing information about the college's plans/strategies, employees, students, suppliers, computer software and programs.
- Employees/board members may disclose confidential information or personal information as defined in Protection of Privacy Act (POPA) only for the purpose of conducting college business, where required, and under the management of the Divisional Head of the Division and the Manager of the Department where the information was created.
- Employees/board members have a duty to safeguard confidential, proprietary, or personal (as defined by POPA) information. It is expected that the material will be protected in a manner that is appropriate to the sensitivity of that material. It is each employee's responsibility to take proper measures to safeguard college information in accordance with college policies and procedures and the Technology and Creative Services Acceptable Use Standard.

Company Property

Employees/board members shall at all times safeguard and protect college property and assets to a reasonable standard.

Payment to Consultants, Agents and Others

All payments to consultants, agents, contractors and others shall be paid in accordance with proper business practices and procedures outlined by NorQuest College and based upon reasonable value for the service performed. Payments shall be supported by adequate documentation.

Gifts and Other Payments

- Employees and board members shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their college position or duties, from any individual, organization, or corporation other than:
    a. the normal exchange of gifts between friends;
    b. the normal exchange of hospitality between persons doing business together;
    c. tokens exchanged as part of protocol, including international protocol;
    d. offered pursuant to value-added provisions of vendor contracts awarded pursuant to the college's procurement policies;
    e. the normal presentation of gifts to personas participating in public functions, awards, speeches, lectures, presentations, or seminars.
- Acceptance of cash or cash equivalents as a gift is prohibited. This excludes cash or cash equivalent donations to the College.
- The value of a single tangible gift permitted by this section shall not exceed $100. The total cumulative value of tangible gifts received from a single source in a calendar year shall not exceed $200.
- The value of a single event invitation permitted by this section shall not exceed $200. The total cumulative value of event invitations received from a single source in a calendar year shall not exceed $400.
- Subject to the general restrictions and the monetary limits this section, employees and board members may accept:
    a. Paid invitations to industry, civic, or community events where attendance at such events is considered key to establishing and maintaining positive donor relationships and community collaboration relationships for the college, provided that such

activities are carried on in the best interests of the college and not for any private benefit; or

b. Paid invitations for events where a large cross-section of people have been invited, provided that the invitation does not create a real or apparent conflict of interest.

- For key external roles such as board members, President and CEO and Executive Team members, members of Advancement team, members of Continuing Education and Custom Training team, Directors, Deans, Associate Deans, and Chairs/Associate Chairs of Programs whose position contemplates interaction with donors and potential partners who could benefit NorQuest College, the value of a single event invitation from donors and friends of the institution shall not exceed $1,000. The total cumulative value of events invitations received by the Board Chair, the President & Chief Executive Officer, or a member of the Executive Team (as applicable) from a single donor or friend of the institution in a calendar year shall not exceed $1,500.
- Employees and board members may accept invitations to conferences, symposiums and professional development workshops where admission, accommodation, airfare and other fees are paid, provided that such invitation:
    a. is reasonable and customary in the academic or professional circumstances;
    b. is not actually nor reasonably could be perceived as being provided in exchange for a favor or advantage to the organizers of the conference, symposium, or professional development workshop or to any other party; and
    c. if the invitation is not related to their role at NorQuest.
- The value of a single invitation to a conference, symposium, or professional development workshop permitted under this section shall not exceed $1,000 and the cumulative value of all such invitations received from a single source in a calendar year shall not exceed $1,500. If the employee or board member receives an invitation to present at a conference, symposium, or professional development workshop, they may accept a single invitation worth up to $3,000, and may accept up to two such invitations to present from a single source in a calendar year without special approval.

- If an employee or board member is unclear as to the valuation of a gift, event invitation, or other benefit, as to whether a gift, event invitation, or other benefit fits under one of the above exceptions or under which section a gift, event invitation, or other benefit is captured, the employee or board member shall seek assistance from Higher College Official.
- Any remuneration received by an employee or board member while representing the college at an external function, such as a conference or symposium, must be disclosed to a Higher College Official and channeled to the college via the finance function.
- If an employee or board member is offered a gift in excess of any of the monetary limits set out above, the employee or board member may request in writing from their direct People Leader or Higher College Official special approval to accept the gift. Special approval shall be granted in writing, in accordance with the principles and provisions of the Code, and where acceptance of the gift would not create a real or apparent conflict of interest.

Working While Absent Due to Illness or Injury

Employees who are absent from work due to illness and or injury must not engage in outside employment without specific written authorization from a physician and consent from the Vice President, People, Culture & Equity.

Obligations of the Board Chair

The Board Chair of NorQuest College is defined as a Senior Official by section 23.921(3)(a) of the *Conflicts of Interest Act*.

For additional clarity, as a Senior Official, the Board Chair:

<u>Restrictions on Office and Powers</u>

a. Must not take part in a decision, use their office or powers to influence a decision, or communicate information not available to the general public gained through their office or powers, to further their private interests, the family's private interests, or the private interests of any other person; and
b. Must fully disclose all real or apparent conflicts of interest to the Ethics Commissioner.

c. The current Board Chair of NorQuest College is immediately bound by these restrictions upon the Code's entry into force.

Obligations of the President

The President of NorQuest College is defined as a Senior Official. The President and CEO must follow all restrictions set out for Senior Officials under the *Conflicts of Interest Act*.

For additional clarity, as a Senior Official, the President and CEO:

Restrictions on Office and Powers

a. Must not take part in a decision, use their office or powers to influence a decision, or communicate information not available to the general public gained through their office or powers, to further their private interests, or the private interests of any other person; and
b. Must fully disclose all real or apparent conflicts of interest to the Ethics Commissioner.
c. The current President and CEO of NorQuest College is immediately bound by these restrictions upon the Code's entry into force.

Restrictions on Concurrent Employment

a. Must not hold any other job or appointment unless approved in writing by the Ethics Commissioner.

Definitions

Board member: anyone appointed by the Government of Alberta to the NorQuest College Board of Governors.

Direct associate/directly associated:

- your spouse or adult interdependent partner, sibling, parent or child;
- a corporation having share capital and carrying on business or activities for profit or gain and you are a director or senior officer (president, vice-president, secretary, treasurer) of the corporation;
- a private corporation carrying on business or activities for profit or gain and you own or are the beneficial owner of shares of the corporation;

- a partnership
    - of which you are a partner, or
    - of which one of the partners is a corporation directly associated with you.

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.

Harassment: means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. This may include (i) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and (ii) a sexual solicitation or advance, but excludes any reasonable conduct of an employer or People Leader in respect of the management of workers or a work site.

Harassment can occur between peers, students, student to faculty, faculty to student, persons in position of power, and between other individuals. Examples of harassment include (but are not limited to): gestures; remarks; jokes; taunting; innuendo; display of offensive materials; offensive graffiti; threats; verbal or physical assault; unwarranted imposition of academic penalties; hazing; stalking; shunning or exclusion.

Higher College Official: someone at the Dean, Director, or member of Executive Team level at the college. For Board Members is the Chair of the Board, and for the Chair of the Board is the Chair of the Governance Committee.

Private interest:

- a private interest is one that benefits you, personally, or one directly associated with you
- a private interest does not include an interest; (i) in a matter that is of general application, or (ii) that affects a person as one of a broad class

of the public, or (iii) that affects the compensation or benefits of an employee, or (iv) an interest that is trivial.

Recuse: to withdraw from a position of judging so as to avoid any semblance of partiality or bias.

Section(s): the sections referred to throughout this Policy reference sections of the Conflicts of Interest Act of Alberta.

Senior official: includes the Board Chair, President and CEO, and those defined by Order in Council 085/2018 as a Senior Official for the purposes of Part 4.3 of the Conflicts of Interest Act of Alberta.

Sexual harassment: unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature. Incidents of sexual harassment include, but are not limited to, situations in which:

- such conduct has the purpose or effect of interfering with a student's academic performance or an employee's work performance, or creating an intimidating, hostile, or offensive learning or working environment;
- submission to such conduct is made either explicitly or implicitly as a term or condition of employment, or of the teaching and learning process; or
- submission to or rejection of such conduct is used in employment or academic decisions affecting that employee or student.

Examples of sexual harassment include, but are not limited to, comments or conduct of a sexual nature, such as leering, "dirty" jokes, gestures, pictures, pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. It can occur through the use of technology as well as in person. The behaviour need not be intentional in order to be considered sexual harassment.

Sexual violence: a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse, stalking, sexual harassment and sexual assault.

Spouse: includes a party to a relationship who is living together with another person on a bona fide domestic basis but does not include a spouse who is living apart from the employee if the employee and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

People Leader: means an employee whose job function requires them to organize, direct and control the work of others. People Leaders can include team leads, chairs, associate chairs, managers, deans, directors, vice-presidents, or the President and CEO.

Wrongdoing: means:

- A contravention of a provincial or federal act or regulation.
- An act or omission that creates:
- a substantial and specific danger to the life, health or safety of individuals, or
- a substantial and specific danger to the environment.
- Gross mismanagement of public funds.
- Counselling a person to knowingly commit a wrongdoing.

Related information

NorQuest College

- Code of Conduct Acknowledgement Procedure
- Employee Complaints and Investigations Procedure
- Code of Conduct Disclosure Form (online form)
- Board Member Code of Conduct Disclosure Form
- Legislative Compliance Reporting Procedure
- Non-Academic Misconduct Procedure
- Protection of Privacy Procedure
- Respectful Workplace and Learning Environment Policy
- Safe Disclosure Policy
- Safe Disclosure Procedure
- Sexual Violence Policy

- Sexual Violence Procedure - Employees
- Technology and Creative Services Acceptable Use Standard

External

- *Conflicts of Interest Act*
- *Controlled Drugs and Substances Act*
- Criminal Code of Canada
- *Lobbyists Act*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act (POPA)*
- *Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*

Next review date

October 2027 (review every 3 years)

Revision history

Date	Version Number	Action
March 2003	V1	Replaces Standard Practice 7.21: Code of Ethics.
August 2013	V2	Update for document links and branding.
November 2014	V3	Update for change in policy owner and document links.
June 2015	V4	Update document links.
July 2015	V5	Update document standards, document links and next review date.
June 2016	V6	Update document links.
October 2017	V7	Updated.
April 2018	V8	Updates to align with Bill 27, Conflicts of Interest Amendment Act 2017 and Order in Council 085/2018, posted April 23, 2019.
August 2019	V9	Minor updates to align with April 2019 reorganization.

December 2019	V10	Update to the definition of Harassment.
August 2020	V11	Update to reflect removal of DSO per legislation changes and title change (Approved by Ethics Commissioner: September 2, 2020. Approved by NorQuest Board of Governors: November 2, 2020).
September 2022	V12	Change to reflect the approval process of two VP positions and removing the President position.
September 2024	V13	Removed gendered language, revised Vice President role titles, adjusted breach allegation assessment process.
May 2026	V14	Updated FOIP references to ATIA and/or POPA