



The Red River Valley School Division (RRVSD) strives for the growth of every learner, within a perspective of inclusion and respect, for the benefit of our communities both today and tomorrow.

PURPOSE

The Code of Conduct is adopted in accordance with The Public Service Act, CCSM 2021, c 11, as amended.

APPLICATION

This Code of Conduct applies to all RRVSD staff in the performance of their duties as RRVSD employees, as well as in any context that may impact the performance of their duties as RRVSD employees. All RRVSD staff who hold a teaching certificate need to also respect the MTS Code of Professional Practice and The Teacher Competence Standards Regulation.

ETHICAL CONDUCT

1. RRVSD staff members shall act ethically in the performance of their duties. Ethical conduct implies adherence to the following principles:
 - a. **Respect for Others:**
 - Treating people with respect, dignity, and fairness;
 - Welcoming differences and willingly learning from others;
 - Fostering a workplace free from all forms of harassment, including sexual harassment and intimidation, as well as discrimination, and;
 - Prohibiting Defamation: Employees must refrain from making defamatory comments about colleagues, students, parents, or the school division. Defamation, whether in written, verbal, or electronic form, is defined as any false and/or harmful statements made about another person or organization with the intent or effect of damaging their reputation. Behaviour that constitutes defamation may result in disciplinary action, up to and including termination of employment.
 - b. **Integrity:**
 - Ensuring that the public interest takes precedence over personal interest;
 - Demonstrating professionalism and acting honestly, consistently, and impartially; and

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- Properly handling sensitive information, including personal information, and exercising discretion with respect to it.

c. Accountability:

- Being financially responsible and using public resources judiciously; and
- Demonstrating leadership and accepting responsibility for one's decisions and actions.

d. Competence and Dedication:

- Demonstrating open-mindedness regarding continuous learning and innovation; and
- Promoting competence through reflection and improvement.

2. RRVSD staff members shall:

- Exercise their fiduciary duties with loyalty and faithfulness in the best interest of the division. In the performance of their duties, staff shall place the interests of the division above their own or those of a relative.
- Act with integrity, honesty, diligence and loyalty in the performance of their duties. They shall devote their time, skills, abilities and attention to the performance of their duties, and this, in the best interest of the division.
- Outside of their duties as an employee, act in a way that does not harm the interests or reputation of the division.
- Act in accordance with the laws in force in the Province of Manitoba, as well as the Board's Policies and the RRVSD Administrative Procedures.
- Act in a manner that protects the character of the schools/workplace and promotes a flourishing culture.
- Promote reconciliation through concrete and constructive partnerships with Indigenous peoples.

Digital Conduct

- Use electronic communication and social media responsibly and professionally.
- Maintain appropriate boundaries with students and families in digital communication.
- Protect student privacy and confidentiality in all online interactions.
- Avoid posting content that could harm the reputation of the division or violate this Code of Conduct.

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Professional Boundaries

- Maintain professional boundaries with students, colleagues, and families.
- Avoid favoritism, inappropriate familiarity, or personal relationships that may compromise professional judgment.
- Refrain from physical contact or personal disclosures that are not appropriate in an educational setting.
- Ensure interactions are respectful, equitable, and aligned with professional standards.

Conflict of Interest

- Avoid situations where personal interests conflict with professional duties.
- Disclose any potential conflicts of interest to their supervisor.
- Refrain from hiring or supervising relatives without prior approval.
- Not accept gifts or favors that may influence professional decisions.

Reporting Obligations

- Report any suspected misconduct, abuse, or violations of this Code of Conduct.
- Immediately inform their supervisor if charged, found guilty, or plead guilty to a criminal offense. Staff will fulfill their annual obligation of submitting the Annual Declaration.
- Report unsafe, unethical, or inappropriate behaviour observed in the workplace.
- Cooperate with investigations and maintain confidentiality during the process.

EFFECTIVE WORK

1. RRVSD implements an action plan for the provision of services to its students and their parents and guardians. In this sense, the following values guide the RRVSD staff in the performance of their duties:
 - a. **Service:**
 - Offering impartial, reliable, and competent services;
 - Focusing on quality and results to meet performance standards; and
 - Acting, where possible, with full transparency to allow for public scrutiny.
 - b. **Collaboration:**
 - Fostering teamwork and collaboration to optimize strategic investment in service delivery;
 - Engaging with RRVSD students, as well as their parents and guardians, and

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- Collaborating with them for informational purposes as well as for the development and provision of services; and
- Promoting reconciliation through concrete and constructive partnerships with Indigenous peoples.

c. Enhancement:

- Demonstrating flexibility and creativity in the provision of public services to adapt quickly and effectively to any change in the priorities and needs of the population;
- Employing a strategic and predictive decision-making process; and
- Testing and evaluating results to find new solutions to complex problems.

d. Sustainability:

- Demonstrating competence and judgment in the use of public resources for the provision of services; and
- Continuously evaluating services to determine if they meet the needs of RRVSD students in an effective and attentive manner.

OTHER TERMS

1. RRVSD staff shall immediately inform their immediate supervisor if they are charged, found guilty, or plead guilty to an offense under the *Criminal Code (Canada)*. In such a case, the staff member shall share with RRVSD the information that the division deems necessary.
2. RRVSD staff have a duty to report misconduct, abuse, or violations of the code.
3. RRVSD staff shall not report to work while impaired (except to the extent that a drug has been prescribed by an authorized healthcare professional and an accommodation plan has been put in place with the division).
4. RRVSD staff shall not bring alcohol or drugs onto RRVSD premises. Staff may possess a drug prescribed by an authorized healthcare professional, provided an accommodation plan has been put in place with the division.
5. RRVSD staff shall not accept a gift, payment, favor, or service from a student, parent, or guardian if it affects the fair and impartial exercise of the staff member's duties or violates this Code of Conduct.
6. Equipment and resources belonging to the RRVSD remain the property of the division and may not be used or loaned without the prior approval of the division. The staff member must use them appropriately and in accordance with RRVSD policies and administrative procedures to avoid any circumstance, intentional or unintentional, that could lead to the destruction, damage, or loss of the equipment or resources.

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PROCEDURES

1. Recognizing that the majority of concerns relating to employee conduct may be satisfactorily resolved with adequate consideration for specific circumstances and solution-focused dialogue, the School Board delegates, to the Superintendent & CEO, the authority and responsibility to recommend, develop and direct procedures and practices that serve two fundamental purposes:
 - a. support exemplary employee conduct and contributions
 - b. address behaviour that contravenes this policy's standards for employee conduct, with appropriate consideration for factors including
 - its impact on students' learning, wellbeing and safety
 - its nature, gravity and impact on the reputation of the Division and or its schools/workplaces
 - respect for due process and the rights of all concerned parties to dignified and respectful treatment
 - the provisions of relevant collective agreements, divisional policies, and/or other legislation
 - the appropriate distinction between issues of performance and behaviours that merit disciplinary responses.

NON-COMPLIANCE

Any breach of this Code of Conduct may result in administrative or disciplinary action, up to and including termination of employment.

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