

Columbia College Columbia Code of Conduct

The Columbia Code of Conduct is intended to guide all of our employees' activities to enhance value and to minimize situations where a conflict of interest could arise. Columbia College is proud to apply the highest standards of conduct in all of its interactions with others. Employees must respect the college's reputation by refraining from activities that can have a negative impact (i.e. inappropriate relationships with students on and off campus, viewing pornographic or other offensive material). Employees are asked to be on their guard against circumstances, which may place the college's reputation in jeopardy.

The following are statements on the use and protection of college property. If an employee has any doubt or questions concerning the aspect of the policy, they are encouraged to discuss this matter with their Manager/Chairperson. The Code of Conduct is a serious matter and will result in disciplinary action which may include dismissal if not followed.

Use and Protection of College Property

Columbia College property is to be used to conduct college business and it is not to be used for other purposes without prior approval. College property includes (but is not limited to) its premises, equipment and furnishings, systems and computer programs, course and program related materials, program/department, and college documents.

Usage of college property may be monitored.

In stating this limitation on the use of college property, it is recognized that common sense and good judgment must prevail. For example, it is not intended that the employees be denied the personal use of a telephone as long as it does not detract from their performance or result in additional costs to the college.

At all times, employees need to act responsibly and, when in doubt about using the college's property, should secure clarification from their Manager/Chairperson.

Employees need to protect college property entrusted to them and are asked to return all college property no longer required in the performance of their duties. Employees are asked to report situations where college property is misused or perhaps abused.

Use of College Software by Employees

Where required, the college purchases licenses to use personal computer software subject to certain conditions. The most common condition is that the college and its employees will not reproduce any of the software or its related documentation.

Unauthorized copying of computer software is illegal. It puts the college in breach of its contractual obligations and opens it to being sued in the courts. It places the individuals doing the copying in a position where they could have criminal charges laid against them.

Employees shall only use computer software in accordance with the licensing agreement authorizing its use. Due to virus and licensing concerns, all personal computer software including freeware must be acquired through the college IS Manager.

Use of College Information

All data/information held by the college in whatever form, is the property of the college. Employees with access to this information must not use it for personal benefit or in any way that could be detrimental to the college.

Conflicts of Interest

A potential or actual conflict of interest may occur whenever an employee is in a position to influence a decision that may result in a personal gain for either themselves, a friend, or a family member as a result of the college's business dealings. Employees must avoid any situation that involves a conflict between their personal interests and the interests of Columbia College or any of its related operations. In dealing with current, past or potential customers, suppliers, contractors, or competitors, employees must act in the best interests of Columbia College. Real, perceived, or potential conflicts shall be shared with the employee's supervisor.

Responsibilities and Values

Columbia College is committed to increasing its value to customers, employees, shareholders, and other stakeholders through strategic investments in Canada and internationally. Columbia College employees will fulfill this commitment while upholding the highest level of ethical conduct and meeting responsibilities as good members of the community. To achieve these objectives, Columbia College employees shall:

- adhere to Columbia College or local jurisdictional standards, whichever are higher, for the safe operation of facilities, for the delivery of quality products and services, and protection of the environment.
- treat all internal and external customers in an honest and fair manner. Payments to suppliers must be for goods or services provided to Columbia College, approved at the appropriate level, and for no other purpose than that described in the documents supporting the transaction.
- perform their duties and responsibilities with integrity and operate in compliance with all applicable laws and government regulations in the jurisdictions in which Columbia College conducts its affairs.
- safeguard (including non-disclosure) Columbia College's proprietary information, assets, and resources, as well as those of other organizations which have been entrusted to Columbia College.
- maintain all records accurately to clearly represent the relevant facts and the true nature of conditions and transactions.
- provide political contributions only where they are legal and in accordance with local custom or tradition. All contributions by Columbia College must be limited to amounts small enough to avoid suggestions of special consideration.

- practice the principle of equal employment opportunity without regard to race, religion, national origin, gender, age, physical disability, political affiliation or sexual preference. Harassment of any kind will not be tolerated.
- commit to the safety, health, and security of all employees, students and other customers at the college. Violence in the workplace is defined as the attempt or actual exercise by a person of any physical force so as to cause injury to another person, and includes any threatening statement or behavior which gives a person reasonable cause to believe that there is risk, and will not be tolerated. Any person, including an employee or student, who makes threats, exhibits threatening behavior or engages in violent acts within the college facilities will be removed from the premises as quickly as safely possible, and shall remain off the premises until an investigation has been completed.

Underlying these basic accountabilities is the philosophy that employees must maintain respect and dignity for every individual and treat each person fairly.

BUSINESS RELATIONSHIPS

Columbia College must conduct business with the highest level of integrity and in full compliance with all regulations and laws in the appropriate jurisdiction.

Columbia College will not seek any advantage through improper use of business courtesies or other inducements. Good judgment and moderation must be exercised to avoid misinterpretation and adverse effect on the reputation of Columbia College or its employees. The direct or indirect offering, giving, soliciting, or receiving of any form of questionable consideration is prohibited.

All payments related to international transactions must be conducted according to the laws and regulations that exist in the respective country that business is being conducted in. Accordingly, these payments must be properly documented by written agreement, and recorded in the accounts in a manner that discloses their nature.

TRAVEL AND ENTERTAINMENT

Travel and entertainment should be consistent with the needs of the college. It is the policy of Columbia College that employees neither lose nor gain financially as a result of pre-approved business travel and entertainment expenditures.

Employees who approve travel and entertainment expense reports are accountable for ensuring that expenses are reasonable and claims are submitted promptly, with receipts and explanations properly supporting expense claims.

DRESS CODE

We at Columbia College recognize that as a college, we have only one chance to make a good first impression amongst ourselves and with our students and other customers.

As a representative of Columbia College, all employees should have good hygiene, be neat,

clean, well groomed and dressed in job appropriate attire, which reflects our interest in projecting a businesslike image. The detailed dress policy for the college may be found in the Document Manager on the Learning Portal.

COMPLIANCE

When in Doubt

As a condition of employment, employees are expected to comply with this code of conduct and the underlying policies and procedures. When in doubt, employees have the responsibility to seek clarification or advice from management. It is important that documentation is created at the time of disclosure and resolution.

All employees, Columbia College, and its other stakeholders benefit from good ethical practices. Employees who suspect misconduct, fraud, or abuse of Columbia College assets or other violations of this code of conduct are responsible to report such matters to their supervisor, or to the President. Employees may elect to report a perceived conflict anonymously.

Monitoring

Adherence to this policy will be monitored by management through routine supervisory practices and a periodic code of conduct disclosure and sign-off process. Documentation supporting the code of conduct disclosure and resolution requirements should be submitted at that time.