



Subject: Code of Conduct

1. APPLICATION

- 1.1. These rules of conduct shall apply to all employees of the Laurentian University Students' General Association.

2. DEFINITION

- 2.1. Employee: Includes all persons, including full-time, part-time, seasonal and temporary staff (including students) employed by the Laurentian University Students' General Association (SGA).

3. RESPONSIBILITIES

- 3.1. Every employee is accountable and responsible to comply with this Code to ensure there is no conflict between their personal interests and their official duties. Although the Code of Conduct cannot answer every question which may arise for each individual, it should alert you to situations that require extra concern or guidance. For additional advice in this regard, the Executive Director may be consulted.

4. RULES OF CONDUCT

- 4.1. An employee shall not:
- a. engage in any business transaction or have a financial or other personal interest which is incompatible with the discharge of his / her official duties;
 - b. use Laurentian University Students' General Association property, equipment, supplies or services of consequence for personal gain, or activities not associated with the discharge of official duties without prior approval;
 - i. that interferes or appears to interfere with the employee's duties;
 - ii. in which the employee has advantage or appears to have an advantage derived from employment in the Laurentian University Students' General Association; and
 - iii. in a professional capacity that will or might appear to influence or affect the carrying out of duties as a Laurentian University Students' General Association employee;
 - c. place him / herself in a situation where he / she is under obligation, direct or indirect financial or otherwise, to any person who could benefit from a decision or recommendation of the employee;
 - d. place him / herself in a situation where he / she is under obligation, direct or indirect, financial or otherwise, from any contracts about which the employee can influence decisions;
 - e. benefit, directly or indirectly, financial or otherwise, from the use of information acquired during the course of official duties which is not generally available to the public;

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- f. participate in any decision, promotion or make any recommendation to his / her supervisor, a Board, Committee or Council, in which he / she or his / her immediate family has any financial interest, except an interest in common with general community;
 - g. solicit or accept any gifts, services, privileges, favours or entertainment, the acceptance of which will place or appear to place the employee under any obligation whatsoever to the donor;
 - h. disclose any confidential information relating to the affairs of the SGA.

4.2.

- a. Gifts, services, privileges, favours or entertainment valued up to \$100 may be received or given to employees on occasion, but they must always be of such form and substance that they could not be construed by an impartial observer as a bribe, pay-off or improper incentive and also must meet criteria set out in 4 above.
- b. Gifts, services, privileges, favours or entertainment that will exceed \$100 each in value will require prior approval by the employee's supervisor. If the supervisor is not immediately available approval must be received at the first available opportunity.
- c. Examples of gifts, services, privileges, favours or entertainment are as follows:
 - i. acceptance of occasional business meals;
 - ii. infrequent attendance at social or sporting events;
 - iii. acceptance of occasional gifts of a nominal value.

4.3. SGA staff may solicit gifts for the benefit of University events, as well as SGA sanctioned employee events (eg. staff Christmas party)

4.4. Employees, acting in their professional capacity may be permitted to represent the SGA at subsidized external functions, at the discretion and approval of the Executive.

5. DISCLOSURE

5.1. Employees shall disclose details of the situation, within the defined limits set out in this policy, to either the direct Supervisor or the Executive Director.

6. CONTRAVENTION

6.1. Should a circumstance arise which the Executive Director determines is, or appears to be in contravention of this Code, the Executive Director shall, in consultation with the employee's direct Supervisor and other SGA Officials he / she wishes to consult, determine what action is appropriate in the circumstances.

6.2. Failure by any employee to comply with this Code exposes that person to disciplinary action, up to and including termination and / or action through the courts.

7. TERM

7.1. This Code shall be in effect from the date of passage by the Board and shall continue in effect from year to year. The CEO shall cause a review of this Code to be conducted annually.

I, _____ (print name) have reviewed and clearly understand the Code of Conduct for Laurentian University Students' General Association Employees and hereby agree to comply with all provisions as so stated. Furthermore, I am aware one signed copy of this Code will be retained in my employee file at HR Services.

Signature

Date

Approved:

Board
(Authority)

(Date)

(Signature)