



# Code of Conduct

Category:	Employment
Number:	
Audience:	All University Members
Last Revised:	September 27, 2015
Owner:	President
Approved by:	Board of Governors
Contact:	Director, Human Resources (306) 790-5950 ext. 2507

## Introduction

The Elders teach us to respect the beliefs and values of all nations. Under the Treaties, our leaders entrust us to work in cooperation and equal partnership with other nations. In keeping with the intent of the Treaties and First Nations values of respect and honesty, the First Nations University of Canada (FNU) is committed to upholding the highest standards of ethical behavior. As members of the First Nations University of Canada, all faculty, staff, students, members of the Board of Governors, University Officers and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

### 1. Standards of Integrity and Quality

FNU recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. FNU must strive at all times to maintain the highest standards of quality and integrity. This means that University members must exercise professional competence, care, objectivity, and diligence in their work; be impartial when discharging an individual's duties and not offer preferential treatment to any person or entity; conduct an individual's work, processes, reporting all transactions with integrity; and strive to improve their professional competence.

Frequently, FNU's business activities and other conduct of its University members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct University business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard.

No unethical practice can be tolerated because it is "customary" outside of FNUniv or that it serves other worthy goals. Expediency should never compromise integrity.

## **2. Confidentiality and Privacy**

University members receive and generate on behalf of the University various types of confidential, proprietary and private information. It is imperative that each University member complies with all federal laws, provincial laws, agreements with third parties, and University policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the University member's relationship with FNUniv ends.

## **3. Conflict of Interest/Conflict of Commitment**

University members may not engage in external employment or professional activities that interfere with their responsibilities and obligations to the University unless prior approval is obtained. They are to discuss the employment or specific activity with their supervisor and work with their supervisor to eliminate or manage the conflict. If the University (through the supervisor) allows the member to engage in the external employment or activity, the member is to comply with any terms and conditions set by the University.

## **4. Service**

University members shall support and further the interests of the University and engage students and colleagues and respond to their needs as well as be attentive to the interests and needs of the broader community.

## **5. Respectful Workplaces**

FNUniv is an institution dedicated to the pursuit of academic excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the University prohibits discrimination and harassment and provides equal opportunities for all community. Where actions are found to have occurred that violate this standard the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

## **6. Financial Reporting**

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

## 7. Compliance with Laws, Regulations and Policies

University members must transact University business in compliance with applicable laws, regulations, and University policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws, regulations, collective agreements or policies to Human Resources.

### a. Contractual Obligations

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of FNUUniv to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University.

### b. Workplace Health and Safety

University members must be committed to protecting the health and safety of its members by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. University members must adhere to good health and safety practices and comply with [\*The Saskatchewan Employment Act\*](#).

### c. Non-University Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as lawyers, chartered accountants, registered nurses, human resources). Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a University member believes there is a conflict between a professional standard and University policy, he/she should contact the Human Resources Department.

### d. Academic Policies

See "Academic Policies" in the latest version of the [University of Regina Academic Calendar](#).

## 8. Gifts

University members must ensure fairness and honesty in relationships with suppliers and purchasers of the University's goods and services and avoid being improperly influenced or biased in dealings with suppliers and purchasers. University members must refuse any gift that

could place an individual or the University in a prejudicial or embarrassing position or interfere in any way with the impartial discharge of an individual's duties to the University, or reflect adversely on an individual's integrity or the integrity of the University

## 9. Use of University Resources

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the employee's duties and are authorized to do so. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication and networking services) and the Stanford domain for electronic communication forums; the use of University equipment (e.g., computers and peripherals, University vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at FNUniv.

## Policy

This policy is a shared statement of our commitment to upholding the tradition of First Nations values, ethics and professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as University members, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

The policy applies to all University members including:

- Individuals who are paid by First Nations University when they are working for the University - this category includes faculty and staff;
- When required by contract, consultants, vendors, and contractors when they are doing business with the University;
- Individuals who perform services for the University as volunteers and who assert an association with the University; and
- Students.

The Board of Governors shall also be subject to and adhere to the Code of Ethics, as described in [An Act Respecting the First Nations University of Canada](#), to uphold Inherent and Treaty Responsibilities, Cultural Integrity, Moral and Ethical Behaviour, Transparency, Accountability and Good Governance as outlined in *Section 45 – Code of Ethics* of the Act.

## Role and Responsibilities

Adherence to this policy also makes each University member responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the University and does not jeopardize one's position or employment.

## Consequences for Noncompliance

The consequences for noncompliance could or may result in disciplinary action for employees and, if covered by a collective bargaining agreement, as stipulated in those agreements up to and including termination.

## Processes

### 1. Reporting to Management

University members should report suspected violations of applicable laws, regulations, government contract and grant requirements or this policy. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor, instructor or advisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor) individuals may go to a higher level of management within their school or department.

### 2. Confidentiality

Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the University and does not in itself jeopardize employment.

### 3. Cooperation

*All* employees are expected to cooperate fully in the investigation of any misconduct.

### 4. Forms

At the time of hiring and on a yearly basis thereafter, supervisors will review the policy with employees and have the employee review and sign the Acknowledgement and Agreement Form, which will be submitted to the employee's official personnel file.

## Related Information

- [Saskatchewan Human Rights Code](#)
- [The Saskatchewan Employment Act](#)
- [An Act Respecting The First Nations University of Canada](#)
- [Respectful University Policy](#)
- [Employee Conflict of Interest Policy](#)
- [Procurement Policy](#)
- [CUPE Local 5791 Collective Agreement](#)
- [URFA Academic Staff Collective Agreement](#)
- [URFA Administrative, Professional and Technical \(APT\) Collective Agreement](#)
- [First Nations University Out-of-Scope Employee Handbook](#)
- [Acknowledgement & Agreement Form](#)