POLICY:		POLICY NUMBER:
Code of Conduct and Staff Ethics		**CC-1**
		PREVIOUS/REPLACES: **Staff Ethics & Code of Conduct Staff Ethics, GBC**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **July 5, 2022**	PRIOR VERSIONS: **September 12, 2018** **December 2, 2015** **May 21, 2009**

1. Policy Statement:

Acting with integrity is a fundamental part of the culture and how we do business at the Manitoba Institute of Trades and Technology (to be referred to as MITT). As an ethical organization, MITT requires the services of persons with honesty, integrity, respect for others, accountability, commitment, skills, dedication, fairness and human understanding. Integrity and ethics is an expectation of all employees, volunteers, and practicum placements (to be referred to as employees throughout the policy).

MITT has established its Code of Conduct & Staff Ethics Policy and accompanying policies that set out the standards that govern the way we act and do business. The Code and accompanying policies set out a common baseline of ethical standards required of all of us. All employees at MITT are required to read and to act in accordance with the Code, responsibly and in good faith, and accompanying policies as part of their ongoing working relationship with MITT.

In our daily activities, we have a fundamental responsibility to address a broad spectrum of issues. These include: preventing conflicts of interests, protecting MITT's assets, safeguarding privacy and confidentiality, a commitment to sustainability, treating students, business partners, team members, and competitors with respect and honesty, and fostering a diverse, safe, and healthy workplace.

The Code of Conduct provides various rules and guidelines for ethical behaviour based on MITT's mission, vision, and values, as well as applicable laws and regulations. The Code is not intended to override or deviate from, but to complement MITT's regulations, policies, and procedures, as well as all of MITT's collective agreements and contracts, all laws and legal requirements, all professional codes with which individuals must comply, and individual rights, including academic freedom.

Acting responsibly is central to achieving sustainable success and essential to the pursuit of MITT's strategic objectives. These rules and guidelines reinforce our commitment to student-centered learning, academic excellence and innovation, respect and diversity, employee support, prudent management, partnerships, and connection to the labour market.

MITT is committed to the following basic principles to ensure ethical values in the management of its workforce are maintained and that resources and service delivery are provided in an effective manner:

- **Respect and Civility** – MITT is committed to ensuring all employees and students are part of a safe, respectful environment that enhances and supports wellness in all. All employees are expected to behave in a respectful and civil manner. We will treat all people with respect and dignity. We will appreciate and value differences and welcome learning from each other. We will foster a learning and working environment that is free of harassment, bullying and violence.

- **Diversity and Inclusion** – MITT is committed to respecting, fostering and supporting diversity and inclusion throughout the organization and through our partnerships. MITT values diversity and is committed to the principles found in the *Manitoba Human Rights Code*. MITT recognizes that people that have different backgrounds and experiences can bring valuable insight into the organization. We will honor and value our differences.

- **Fairness and Integrity** – MITT utilizes best practices when creating and implementing people services policies, procedures and guidelines. Equitable job classification, staffing, employment and pay practices are fundamental to the core of MITT people service practices and something we strive to attain. All employees must ensure fairness is a factor in all decisions made. We will act professionally, to the best of our ability, training and experience. We will handle sensitive conversations and information appropriately and discretely and in compliance with privacy legislation.

- **Merit** – MITT is committed to employment equity and fair hiring processes when filling positions and is focused on hiring the most qualified individuals to ensure its success. MITT continues to adopt hiring policies to ensure that all employees and potential candidates are considered for employment opportunity in a fair and consistent manner and are free of bias and conflict of interest. We endeavor/strive to make decisions based on the merit of the circumstances.

- **Accountability, Stewardship and Effective Management** - MITT is committed to ensuring fiscal and environmental sustainability, accountability, and corporate social responsibility. All employees are expected to appreciate, protect and ensure the best utilization of the resources available to be "industry driven and student focused". We will be leaders in continuous improvement. We will place the public interest, including our staff and students, over our own. We will focus on transparency, quality service and outcomes to achieve performance standards. We will show leadership and take responsibility for our decisions and actions.

- **Collaboration, Innovation and Creativity** – MITT is an entrepreneurial organization. Employees are asked to be creative and proactive in their identification of opportunities and in their problem solving. We will invite teamwork to engage and collaborate with industry and the public. We are committed to advance reconciliation through constructive partnerships with Indigenous peoples. We will focus on innovation and the ability to adjust programming in a nimble effective manner to meet the educational needs of our province.

- **Student Centered** - MITT is committed to encouraging the personal and professional growth of students and supporting them as they continue to employment or further education. We will all contribute to the student journey and consider the impact of our decisions on our students and their families and futures.

- **Mobility** – MITT supports opportunities for employees to work across the organization. MITT recognizes that exchanges, staff secondments, job shadowing, mentorship and professional development and opportunities to work on projects and tasks, are an effective tools for developing and motivating staff and supporting professional development to help with career advancement.

MITT will always be mindful of all governing legislation, regulations and professional standards while conducting business.

All employees at MITT are expected to demonstrate behaviors that reflect these standards in their relationships with staff, students, parents/guardians of the students, suppliers, governments and agencies and members of the community at large.

This policy provides the basic principles for the foundation of MITT's Code of Conduct that must be adhered to. Details of specific issues and policy matters that have ethical implications are provided in individual polices as listed below in the reference section of this policy.

2. Scope:

This policy applies to all employees, volunteers, and practicum placements at MITT.

3. Procedure:

All employees are expected to comply with MITT's Code of Conduct and Staff Ethics and all accompanying policies as listed in Part 6 of this policy under references.

Any employee who is uncertain of their responsibilities or has any question regarding staff ethics should speak to their manager for clarification. If the employee still has questions, then the matter should be brought forward to People Services.

Any employee who witnesses any act that they feel violates MITT's Code of Conduct should consider if they should, and can safely, first seek to understand the act and if speaking to the individual directly could help better explain the action. They should report this to their immediate manager if at all possible and if not – then to the manager once removed and/or People Services. In certain cases, reports can be made through MITT's Public Interest Disclosure (Whistleblower) policy.

Failure to abide by MITT's Code of Conduct and accompanying policies may result in disciplinary action up to and including termination of employment and/or volunteer rights.

4. Administration:

The President of MITT is responsible for ensuring that this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

6. **Reference:**

Legislation:
The Public Service Act

MITT Policies:
Acceptance of Gifts by Employees
Conflict of Interest
Employment Equity
Equity, Diversity and Inclusion Statement
Hiring Practices – Nepotism
Integrity in Research and Scholarships
MITT Computer and Telecommunications Usage
MITT Expectations of Staff
Off-Duty Conduct by Employees
Purchasing Policy and Procedures
Relationships and Boundaries with Students
Respectful Workplace, Harassment Prevention and Non-Discrimination
Sexual Violence and Misconduct
Violence Prevention