



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EMPLOYEE CODE OF CONDUCT

Policy No.	HR-403	Division	Human Resources
Related Procedure	HR-403-PR	Board Policy Ref.	GP-GR-803
Related Policy	HR-401; HR-414; PO-005	Effective Date:	January 26, 2024 (R1)

1. PURPOSE AND SCOPE

The purpose of the Employee Code of Conduct (the Code) is to deliver the highest quality teaching and programming for its learners in Newfoundland and Labrador, as well as internationally. In turn, College of the North Atlantic (CNA) employees are expected to maintain the highest standard of professional conduct consistent with CNA's vision, policies and procedures, and Government policies.

The Code applies to all employees of CNA.

2. COLLEGE OF THE NORTH ATLANTIC VALUES

Values that underline the standards of conduct include:

- Excellence: We foster a culture of superior performance and service.
- Diversity: We include all individuals.
- Integrity: We fulfill our responsibilities with impartiality and freedom from bias.
- Respect: We treat individuals with dignity and consideration.
- Transparency: We communicate in an open and truthful manner.

3. POLICY

CNA employees are expected to promote a respectful learning and working environment and act as ambassadors of CNA while on campus premises, or when acting as delegates or designated representatives of CNA and/or of a group participating in events held off CNA premises. Employees are expected to respectfully share information and opinions (including via the internet and social media) that could potentially affect the reputation of CNA colleagues and/or students.

CNA employees are expected to respect diversity, be civil and respectful to others, and provide for individual safety.

Professional Conduct

- Employees are expected to conduct all employment responsibilities in an honest and conscientious manner while adhering to all applicable laws.
- Employees are expected to respect and uphold the integrity and fairness in all undertakings and obligations.
- Employees are expected to respect and protect confidential information at all times.
- Employees are expected to not engage in any form of discrimination or harassment.
- Employees are expected to respect the health and safety of themselves, and others.
- Employees are expected to conduct and present themselves in a professional manner.
- Employees are expected to be aware of CNA policies and procedures, including respectful workplace and harassment.

4. PROCEDURE

The Associate Vice President of Human Resources will ensure that procedures are developed and implemented in accordance with the Code.

Approval History	
Ministerial Approval	July 9, 2020
Revision 1	January 26, 2024