

Issue Date	September 29, 2005
Revision Date	October 13, 2015
Review Year	2020

Background/Purpose:

Code of Ethics and Code of Conduct policy applies to all non-teaching staff of Aurora School.

Policy Statement:

Non-teaching staff of Aurora School are expected to display ethical and professional conduct. This commitment includes the proper use of authority and appropriate decorum in group and individual behaviour when acting as representatives of Aurora School.

Guidelines:

1. Non-teaching staff must represent loyalty to the interests of Aurora School.
 - a. This loyalty supersedes the interests of advocacy or special interest groups.
2. Non-teaching staff must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any non-teaching staff and Aurora School, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information.
 - b. Non-teaching staff must not use their positions to obtain for their family members employment with Aurora School.
3. Non-teaching staff do not have the authority to exercise individual authority over the organization except as explicitly set forth in Aurora School policies or bylaws.
 - a. Non-teaching staff interacting with the Principal(s), Superintendent, and other staff must recognize the lack of authority in any individual person or group of persons, except as noted above.
 - b. Non-teaching staff interaction with the public, press, or other entities must recognize the same limitation and their inability to speak for Aurora School.
 - c. Non-teaching staff will make no judgements of the Principals', Superintendent's or other staff member's performance except as the performance is assessed against explicit Aurora School policies or bylaws by the official process.
4. Non-teaching staff cannot use Aurora School information for their own direct benefit or advantage. This requires that such information be kept confidential whenever required in the best interest of Aurora School.
 - a. That part of a meeting wherein financial information, negotiation strategies, or personal matters may be disclosed shall be kept confidential. The proceedings of any meeting of Aurora School or of any committee which are conducted in private – or any records – shall be kept in confidence by all non-teaching staff of Aurora School.
5. Non-teaching staff will deal with outside entities or individuals, with members, and with all staff in a manner that reflects fair play, ethics, and straightforward communication.
6. Non-teaching staff members must strive toward absolute integrity in their relationships with parents and staff. They must not knowingly or carelessly by omission or commission misinform or mislead, withhold information that should be disclosed, or do anything else to cast doubt upon the honesty, integrity, or motives of any individual within the school community.

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- 7. Non-teaching staff shall meet expectations as reasonably required by school authorities, and they shall meet contractual obligations unless released by mutual consent or according to law.

- 8. Non-teaching staff will treat students in a professional manner.
 - a. Non-teaching staff will interact with students in a manner that respects the rights and dignity of all without prejudice.
 - b. Non-teaching staff, unless in the best interests of the student or as legally required, may not divulge confidential information received during their duties.

- 9. Non-teaching staff will dress in a professional manner.

Adherence to this code is required for employment and serves to assure confidence in the employees of the Aurora School Ltd.