



---

## Code of Conduct

Policy No.:	1500
Category:	Human Resources
Approving Body:	Board of Governors
Executive Division:	VP, Human Resources
Department Responsible:	Human Resources
Current Approved Date:	2014 Oct 28

---

### Policy Statement

The British Columbia Institute of Technology is committed to providing a learning and working environment characterized by respect for others, honesty and professionalism. As such, BCIT requires individual conduct that meets the highest standards of ethics and integrity from all Institute employees. This Code provides guidance to all employees on the Institute's expectations in this regard.

Employees who are uncertain about the appropriate course of action in a situation or who have any questions or concerns about the Code are encouraged to discuss them with their supervisor or manager. Should an employee feel this is not appropriate for any reason, he or she may also contact their Human Resources Advisor or their Union Representative. For more sensitive matters, please refer to the BCIT Policy 1100: Whistleblower.

All employees are expected to be familiar with the Code and any related policies and procedures. Employees who breach the Code could be subject to disciplinary action up to and including termination.

### Purpose of Policy

The Code is intended to complement existing BCIT policies and procedures, regulations, collective agreements, terms and conditions of employment, and any professional codes which may be applicable. Further, all employees are expected to be aware of and comply with provincial or federal legislation, regulations, and other contractual or legal obligations that affect how they carry out their duties. Where there is a question regarding interpretation or compliance with BCIT policies, procedures and/or laws, employees are encouraged to seek guidance.

This Code itself has been arranged into nine categories.

1. Conflict of Interest
2. Outside Interests and Activities
3. Gifts and Entertainment
4. Proper Use of Institute Property and Resources
5. Records and Records Retention
6. Intellectual Property
7. Privacy and Confidentiality
8. Reporting Suspected Breaches of Code
9. Post-Employment Restrictions for Senior Executives

### Application of this Policy

This policy applies to all BCIT employees, members of the Board of Governors, consultants, visiting scholars and any other persons while they are acting on behalf of or at the request of BCIT.

---

## Related Documents and Legislation

### Legislation

- B.C. College and Institute Act
- B.C. Freedom of Information and Protection of Privacy Act
- Canada Copyright Act

### Documents

- Taxpayer Accountability Principles: Strengthening Public Sector Governance and Accountability
- Standards of Conduct Guidelines for the BC Public Sector

### Policies

- Policy 1100 - Whistleblower
- Policy 1502 – Guidelines for Serving on External Bodies as They Relate to BCIT
- Policy 1504 – Standards of Conduct and Conflict of Interest Policy
- Policy 3501 – Acceptable Use of Information Technology
- Policy 3502 – Information Security
- Policy 6600 – Integrity in Research
- Policy 6601 – Intellectual Property
- Policy 6700 – Freedom of Information and Protection of Privacy
- Policy 6701 – Records Management
- Policy 7000 – Gift Acceptance
- Policy 7003 – Advertising Policy
- Policy 7100 – Safety and Security
- Policy 7170 – Protection of Equipment and Property
- Policy 7506 - Use of Materials Protected by Copyright

## 1. Conflict of Interest

Employees are in a position of trust and are to carry out their responsibilities in the best interest of the Institute. A conflict of interest situation arises where a personal interest of an employee is sufficient to influence or appear to influence the objective exercise or proper discharge of his/her duties as an employee of BCIT. A conflict of interest situation may arise even where there is no intention of acting unfairly or dishonestly.

There are a variety of circumstance that could give rise to a conflict of interest. The following examples illustrate situations that are usually considered to create a conflict of interest or a potential conflict of interest. They do not constitute an exhaustive list.

### Personal Gain

- Influencing or participating in a decision of the Institute that will directly or indirectly result in your own financial gain.
- Receiving payment, from an outside source, for work that is part of your duties and responsibilities as a BCIT employee.

### Inappropriate Use of Information

- Using confidential information obtained in your capacity as an employee for personal gain or to benefit someone you know.

### Conflict of Commitment

- Undertaking activities, which, by virtue of their time commitment, prevent the employee from fulfilling his/her obligations to the Institute.

### Personal Relationships

- Participating in the evaluation, promotion, or hiring of a family member, close friend, or associate.

### **Compromising Situations**

- Placing oneself in a situation where one is under an obligation to a person who might benefit or seek to gain special consideration or favour.

### **Applicable BCIT Policies**

[Policy 1502 – Guidelines for Serving on External Bodies as they relate to BCIT](#)

[Policy 1504 – Standards of Conduct and Conflict of Interest Policy](#)

[Policy 6600 – Integrity in Research](#)

[Policy 6601 – Intellectual Property](#)

[Policy 7003 – Advertising Policy](#)

## **2. Outside Interests and Activities**

BCIT recognizes that employees may engage in professional, technical and other activities to enhance their professional growth. Similarly, employees may also have alternate employment, participate in businesses, or receive remuneration for personal activities outside of their employment at BCIT.

Such outside activity and/or interests are generally encouraged, provided that the activity:

- does not interfere with the performance of the employee's duties as an employee;
- is not performed in such a way as to appear to be an official act of the Institute, or to represent the Institute's opinion or policy; and
- does not negatively impact upon the Institute's reputation nor bring the Institute into disrepute.

### **Applicable BCIT Policies**

[Policy 1502 – Guidelines for Serving on External Bodies as they relate to BCIT](#)

[Policy 1504 – Standards of Conduct and Conflict of Interest Policy](#)

[Policy 3501 – Acceptable Use of Information Technology](#)

[Policy 7003 – Advertising Policy](#)

[Policy 7170 – Protection of Equipment and Property](#)

## **3. Gifts and Entertainment**

To preserve the image and integrity of the Institute and its community, employees should avoid giving, soliciting or receiving gifts, meals, entertainment, privileges or services intended to influence unfairly, or that might give the appearance of unfairly influencing, a decision concerning any Institute business, including commercial, administrative, employment related, academic or research oriented in nature.

### **Applicable BCIT Policies**

[Policy 1504 – Standards of Conduct and Conflict of Interest Policy](#)

[Policy 7000 – Gift Acceptance](#)

## **4. Use of Institute Property and Resources**

BCIT property and resources are intended to be used for Institute work and purposes, including teaching, learning, research and administrative purposes.

Employees are expected to use Institute property and resources responsibly and safely and for valid Institute purposes. Institute property and resources can be both tangible (such as buildings, furniture, equipment, vehicles, supplies, computer systems) as well as intangible (such as intellectual property, patents, use of facilities and services). Use of any Institute facilities in connection with outside work may occur only where prior approval has been obtained from the appropriate authority; BCIT may require full compensation for such use.

---

**Applicable BCIT Policies**

[Policy 3501 – Acceptable Use of Information Technology](#)

[Policy 7170 – Protection of Equipment and Property](#)

**5. Records and Records Retention**

BCIT is committed to the efficient and effective management of records; retaining and disposing of those records in accordance with approved retention and disposition schedules. Employees are responsible for careful preparation and maintenance of accurate and complete records. Employees should never create a false or misleading record. Any records, regardless of their source, media, format or location are the property of the Institute and remain the property of Institute at the end of an individual's employment or contract.

**Applicable BCIT Policies**

[Policy 6700 – Freedom of Information and Protection of Privacy](#)

[Policy 6701 – Records Management](#)

**6. Intellectual Property**

BCIT has established policies that apply to intellectual property created by members of the community, including staff, faculty, administrators and students. If in doubt about a particular set of circumstances, you should discuss the situation with your supervisor or manager.

**Applicable BCIT Policies**

[Policy 7506 – Use of Materials Protected by Copyright](#)

[Policy 6600 – Integrity in Research](#)

[Policy 6601 – Intellectual Property](#)

**7. Privacy and Confidentiality**

During the course of their employment, employees may have access to, or become aware of, personal, confidential or proprietary information provided to, or generated by, BCIT.

In general, employees may access this information only when and to the extent it is required by their job. Employees must not use or disclose personal or confidential information received in the course of their employment without appropriate prior authorization. Additionally, employees must take all reasonable steps available to protect that information. Finally, employees must notify their supervisor or manager if they have reason to believe that personal or confidential information has been lost, stolen, misused or improperly disclosed.

The obligation to not use or disclose personal or confidential information received in the course of their employment remains in force after the individual leaves the employ of BCIT.

**Applicable BCIT Policies**

[Policy 3502 – Information Security](#)

[Policy 6700 – Freedom of Information and Protection of Privacy](#)

[Policy 6701 – Records Management](#)

**8. Reporting Suspected Breaches of Policy and/or the Code**

BCIT managers are responsible to ensure that employees under their supervision are carrying out their duties in a manner consistent with this Code and any applicable BCIT Policies. Additionally, Policy owners are responsible for monitoring areas covered by their policies to ensure compliance.

---

BCIT also believes it important to provide a venue for any member of the BCIT community to report an activity that amounts to a contravention of this Code, local, provincial or federal law or regulation, a negligent, improper or gross mismanagement of BCIT funds or assets, a substantial danger to the environment or public health and safety, or an attempt to cover up any of the foregoing.

BCIT has established a Policy that describes how any employee may safely bring to the attention of Senior Management potential breaches of the Code and other serious circumstances that are not in the best interest of the Institute and its mandate. If in doubt about a particular set of circumstances, you should discuss the situation with your supervisor or manager.

**Applicable BCIT Policy**

Policy 1100 – Whistleblower (DRAFT)

**9. Post-Employment Restrictions for Senior Executives**

**Definitions**

For the purpose of the post-employment restrictions set out below:

- i. “Senior Executive” means a person employed by British Columbia Institute of Technology (BCIT) as President or Vice President; and
- ii. “Outside Entity” means a person or entity other than a public sector employer as defined in Section 1 of the Public Sector Employers Act.

**After Leaving BCIT**

The following is a condition of a Senior Executive’s employment with BCIT. If the Senior Executive had a substantial involvement in dealings with an Outside Entity on behalf of BCIT at any time during the year immediately preceding the end of the Senior Executive’s employment with BCIT then, for one year after the end of the Senior Executive’s employment, the Senior Executive must not:

- i. accept an offer of employment with, an appointment to the board of directors of, or a contract to provide services to, that Outside Entity, or
- ii. provide consulting or other services to that Outside Entity, in connection with its dealings with BCIT.

**Reduction of One-Year Limitation**

1. The President, or the BCIT Board of Governors if the Senior Executive is the President, may reduce a Senior Executive’s one-year restriction, upon application, after considering the following:
  - i. the circumstances under which the Senior Executive’s employment ended;
  - ii. the Senior Executive’s general employment prospects;
  - iii. the significance to BCIT of information the Senior Executive possessed by virtue of the Senior Executive’s position with BCIT;
  - iv. the desirability of a rapid transfer of the Senior Executive’s skills to an employer other than BCIT;
  - v. the degree to which the new employer might gain unfair commercial advantage by hiring the Senior Executive;
  - vi. the authority and influence the Senior Executive possessed while employed by BCIT; and
  - vii. the disposition of other cases.
2. The decision of the President, or the Board of Governors if the Senior Executive is the President, on the application to reduce the Senior Executive’s one-year restriction shall be issued in writing within ten (10) working days of receipt of the application.
3. If the President reduces the one-year restriction for a Vice President, the President shall report the change to the Board of Governors at the next regularly scheduled meeting.

**Amendment History**

Created            2014 Oct 28

**Scheduled Review Date**

2019 Oct 28