



IDENTIFICATION CODE
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POL11-219
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**TITLE: CODE OF ETHICS FOR ADMINISTRATORS**

EFFECTIVE DATE	AUTHORIZATION REQUIRED	RESPONSIBILITY FOR MONITORING
January 30, 2011	Human Resources Services	Administrator

**FLOW SHEET**

	DATE	AUTHORIZATION
<b>ADOPTION</b>	January 30, 2011	Ordonnance 11-219
<b>LAST REVISION</b>		
<b>NEXT REVISION</b>		

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## PREAMBLE

1. In July 1998, the Education Act introduced a new division of responsibilities and powers between the Ministère de l'Éducation, the school board, and the educational institution.

The law, the decentralization of certain responsibilities, accountability, and other new situations that have since arisen call for special vigilance. They highlight the need to review management practices and to bring reflection on ethical issues to the forefront.

## OBJECTIVES

2. The objectives are:
  - a. Clearly identify the principles, guidelines, and safeguards that the School Board expects administrators to apply in their practice.
  - b. Inform the administrators of these expectations.
  - c. Make it easier for administrators to make everyday decisions.
  - d. Provide a framework for handling delicate, marginal, or exceptional situations.
  - e. Ensure equity and fairness in the organization and in the delivery of services to the population.
  - f. Promote probity in professional relationships.

## Code of Ethics for Administrators

### DEFINITIONS

3. The following terms are defined as follows:
  - a. **School Board:** the Commission scolaire du Littoral
  - b. **administrator:** any staff member within the meaning of the management policy concerning senior staff in effect at the school board
  - c. **relationship:** father, mother, father by remarriage, mother by remarriage, foster parent, brother, sister, half-brother, half-sister, spouse (including common-law spouses), child, (including the child of a common-law spouse or a new spouse), stepchild, ward, father-in-law, mother-in-law, or any relative living permanently with the administrator or with whom the administrator lives permanently
  - d. **conflict of interest:** any situation in which an administrator's personal interest may directly or indirectly go against the interests of the School Board and the public it serves

### PRINCIPLES

4. The general public, suppliers, and especially the users of services have the right to be treated fairly and equitably.
5. Employees have the right to sound, fair, and equitable management relationships.

6. Administrators shall exercise their authority and power with discernment.
7. Administrators are jointly liable and responsible for the implementation of the School Board's decisions.
8. Administrators are responsible for keeping confidential certain information identified as such. This information may concern people, but it may also concern files. In this sense, administrators must act with discretion.

## **GUIDELINES AND SAFEGUARDS**

### 9. In relation to money

- a. Situations are regarded as being in conflict of interest if they involve direct benefits, hospitality, gifts, discounts, loans, debt forgiveness, and other benefits offered or seeming to be offered because of the person's role as administrator.
- b. Situations are regarded as being in conflict of interest if they involve the personal use or permission given to anyone for the personal use of movable or immovable property of the School Board subject to existing policies and procedures.
- c. Situations are regarded as being in conflict of interest if they involve a contractual relationship between the school board, the educational institution, when applicable, and an enterprise or organization in which the administrator has a direct or an indirect interest.

### 10. In relation to the use of information

Situations are regarded as being in conflict of interest if they involve the use of privileged information obtained in the course of the role of administrator for personal interests or for the interests of people with whom one has a relationship.

### 11. In relation to influence

Situations are regarded as being in conflict of interest if they involve the use of influence to deflect the School Board's normal decision-making process to directly or indirectly obtain a benefit for oneself or for a third party with whom the administrator has a relationship.

### 12. In relation to power

Situations are regarded as being unacceptable if they involve the abuse of authority, preferential treatment, adversely affecting the credibility of the School Board and the people working there, and behaving in an undignified manner incompatible with the position.

### 13. In relation to the awarding of contracts

- a. Administrators who play a role in the awarding of service, work, or supply contracts, who feel that there is a conflict between their personal interest and that of the School Board, or who believe that such a conflict is likely to be perceived, should disclose the interest and abstain from sitting in on or participating in any deliberation, recommendation, or decision regarding the debating of the contract in which they have an interest.
- b. Administrators must disclose their interest to the director general, in writing, on the appropriate form.

c. The director general must disclose his/her interest, in writing, to the Ministère de l'Éducation, du Loisir et du Sport.

14. In relation to nepotism

a. Selection committee: when an administrator, member of a selection committee, becomes aware that one of the candidates for a position is related to him/her, the administrator should disclose this interest to the director general and ask to be replaced on this committee.

b. Hiring decision: when an administrator is related to a person that is going to be hired, the administrator should disclose this interest to the director general and abstain from participating in the discussion and decision regarding this hiring.

15. Declaration

Administrators shall provide the director general with a declaration regarding the people under their authority and to whom they are related.

16. In relation to confidentiality

Administrators shall keep the following types of information confidential:

a. discussions regarding ongoing negotiations

b. negotiations with and information about suppliers

c. information regarding the private lives of staff and students and their families

d. the hiring process

e. disciplinary measures

f. School Board documents that are being developed and that are identified as confidential

g. privileged information about other public agencies that has not yet been disclosed by them

**PERSON IN CHARGE**

17. The director general is responsible for supervising and updating the code of ethics for administrators.

18. Each administrator's immediate superior is responsible for applying the code.

**PENALTIES**

19. Failure to respect the code exposes administrators to disciplinary measures under the regulations and policies in effect at the School Board.

**EFFECTIVE DATE**

20. This code comes into effect on the day it is adopted by the director general and applies to all administrators.