

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> PERSONNEL	<b>SECTION REFERENCE:</b> PL
<b>POLICY TITLE:</b> EMPLOYEE CODE OF CONDUCT	<b>POLICY NUMBER:</b> PL-005

**POLICY STATEMENT:**

YUSC EMPLOYEES ARE TO CONDUCT THEMSELVES AT ALL TIMES IN A PROFESSIONAL AND BUSINESS-LIKE MANNER, ENSURING TRANSPARENCY AND ACCOUNTABILITY IN ALL THEIR ACTIONS AND DECISIONS.

**PURPOSE:** TO PROVIDE GUIDELINES FOR THE ETHICAL ADMINISTRATION OF EMPLOYEE RESPONSIBILITIES

**A. DEFINITIONS:**

“YUSC” – The employer, York University Student Centre Incorporated.

“Employees” - Refers to all workers of the YUSC in permanent full time and part time capacity.

**B. BASIC REQUIREMENT:**

- i. The YUSC and its Employees must, at all times, comply with all applicable laws and regulations. The Organization will not condone the activities of Employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The YUSC does not permit any activity that fails to stand the closest possible public scrutiny.
- ii. All business conduct should be well above the minimum standards required by law. Accordingly, Employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the YUSC's operations.
- iii. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

**C. GENERAL EMPLOYEE CONDUCT:**

- i. The YUSC expects its Employees to conduct themselves at all times in a businesslike and professional manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.
- ii. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials

on their computer.

**D. CONFLICTS OF INTEREST:**

i. The YUSC expects that Employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the YUSC. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if Employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the YUSC, they should immediately communicate all the facts to their supervisor.

**E. OUTSIDE ACTIVITIES, EMPLOYMENT, AND DIRECTORSHIPS:**

i. All Employees share a serious responsibility for the YUSC's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the YUSC and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the YUSC that would, or would appear to:

- a. Create an excessive demand upon their time and attention, thus depriving the YUSC of their best efforts on the job.
- b. Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the YUSC's best interest.

**F. RELATIONSHIPS WITH CLIENTS AND SUPPLIERS:**

i. **GENERAL:**

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the YUSC, or that provides goods or services, or both, to the YUSC if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the YUSC.

ii. **GIFTS, ENTERTAINMENT, AND FAVORS:**

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the YUSC has, or is likely to have, business dealings. Similarly, Employees must not accept any other preferential treatment under these circumstances because their positions with the YUSC might be inclined to, or be perceived to, place them under obligation to return the preferential treatment. (See YUSC Policy OP-015 – Acceptance of Gifts)

iii. **KICKBACKS AND SECRET COMMISSIONS:**

Regarding the YUSC's business activities, Employees may not receive payment or compensation of any kind, except as authorized under the YUSC's business and payroll policies. In particular, the YUSC strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

**G. ORGANIZATION FUNDS AND OTHER ASSETS:**

i. Employees who have access to YUSC's funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the YUSC's policies and procedures or other explanatory materials, or both. The YUSC imposes strict standards to prevent fraud and dishonesty. If Employees

become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the YUSC can promptly investigate further.

ii. When an Employee's position requires spending YUSC's funds or incurring any reimbursable personal expenses, that individual must use good judgment on the YUSC's behalf to ensure that good value is received for every expenditure. YUSC funds and all other assets of the YUSC are purposed for the YUSC only and not for personal benefit. This includes the personal use of YUSC assets, such as computers.

#### **H. ORGANIZATION RECORDS AND COMMUNICATIONS:**

i. Accurate and reliable records of many kinds are necessary to meet the YUSC's legal and financial obligations and to manage the affairs of the YUSC. The YUSC's books and records must reflect in an accurate and timely manner of all business transactions. The Employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

ii. Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- a. False expense, attendance, production, financial, or similar reports and statements
- b. False advertising, deceptive marketing practices, or other misleading representations

#### **I. DEALING WITH OUTSIDE PEOPLE AND ORGANIZATIONS:**

i. Employees must take care to separate their personal roles from their YUSC positions when communicating on matters not involving YUSC business. Employees must not use YUSC identification, stationery, supplies, and equipment for personal or political matters.

ii. When communicating publicly on matters that involve YUSC business, Employees must not presume to speak for the YUSC on any topic, unless they are certain that the views they express are those of the YUSC, and it is the YUSC's desire that such views be publicly disseminated.

iii. When dealing with anyone outside the YUSC, including public officials, Employees must take care not to compromise the integrity or damage the reputation of either the YUSC, or any outside individual, business, or government body.

iv. Employees should refer to the Executive Director if they have questions about any communication on this subject.

#### **J. PROMPT COMMUNICATIONS:**

In all matters relevant to customers, suppliers, government authorities, the public and others in the YUSC, all Employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

**K. PRIVACY AND CONFIDENTIALITY:**

When handling financial and personal information about customers or others with whom the YUSC has dealings, observe the following principles:

- a. Collect, use, and retain only the personal information necessary for the YUSC's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- b. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- c. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

<b>Contact Person (title):</b>	Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Cash flow system, financial statements, 3 <sup>rd</sup> party contracts, employee agreements, employee evaluations
<b>Relevant Forms:</b>	N/A
<b>ED Approval Date:</b>	Draft 17 August 2007
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	