

Procedure Number:	8003p
Procedure Title:	Standard of Conduct
Approved By:	President
Approval Date:	May 7, 2021
Effective Date:	May 7, 2021
Review Date:	July 2024
Next Review Date:	July 2026

1. Purpose

1.1. This Procedure is designed to support Policy 8003.

2. Duty to Report

2.1. Employees have a duty to report to their supervisor any conduct that they believe to be a contravention of Policy 8003.

2.2. Employees must provide as much information as possible in the report, including:

- 2.2.1. the alleged misconduct;
- 2.2.2. names of people involved;
- 2.2.3. witnesses;
- 2.2.4. where the events occurred;
- 2.2.5. when they occurred; and
- 2.2.6. supporting documents, emails, or photographs to enable the University to conduct an investigation.

2.3. An employee must not make a report that is malicious, frivolous, vexatious, in bad faith, or otherwise not supported by a reasonable belief.

3. Investigation

3.1. The University investigates reports confidentially pursuant to privacy laws.

3.2. Depending on the circumstances, the University may not be able to guarantee anonymity in order to conduct an adequate investigation.

3.3. The University may involve external advisors to assist in the conduct of an investigation.

4. No Retaliation

4.1. The University prohibits retaliation against an employee for the following:

- 4.1.1. making a report under this Procedure;
- 4.1.2. participating in an investigation relating to Policy 8003, provided the employee has acted in good faith based on a reasonable belief; and
- 4.1.3. who, in connection with any proceeding before any regulatory authority, administrative agency, government enforcement agency, court, arbitration or other governmental forum or body, lawfully participates.

5. Related Policies

Policy Number	Policy Title
2700	Acceptable Use of Information Technology Resources
8001	Respectful Workplace
8002	Conflict Resolution
8005	Occupational Health & Safety
8006	Substance Use
8009	Sexual Violence and Misconduct
8023	Conflict of Interest and Conflict Commitment