



CODE OF CONDUCT POLICY

POLICY NO.	160-001
SCOPE	The NSCAD Community: Any person who teaches, conducts research, conducts professional and scholarly activities, acts on behalf of, volunteers with, is a Board member, or works at or under the auspices of NSCAD University.
APPROVAL	Board of Governors
ORIGINAL DATE	March 27, 2014
NEXT REVISION	March 27, 2018
CONTACT	The Office of the President is responsible for implementing and interpreting the policy.

1. PURPOSE AND SCOPE

As an educational institution, NSCAD University is committed to educating and coaching our community on appropriate conduct and maintaining professional standards. As a result, all members of the NSCAD Community are expected to ensure that their conduct is consistent with the following statements about how the University intends to conduct its activities. The conduct and language of members of the NSCAD Community while on campus or on University business is expected to meet acceptable professional standards in the context of a university setting.

This policy does not derogate from any right that a member of faculty or staff has under a collective agreement. This Code of Conduct is not a comprehensive statement of all policies that apply to employees, officers, directors and other members of the NSCAD Community.

2. COMPLIANCE WITH LAWS, POLICIES AND PROFESSIONAL STANDARDS

Members of the NSCAD Community will conduct all their activities in compliance with the law, University policies and applicable professional standards. Research with human subjects must have Research Ethics Board approval.

3. CONFIDENTIALITY

Members of the NSCAD Community will handle all confidential information in accordance with the applicable legal, ethical and professional standards appropriate to a university.

Confidential Information includes, but is not limited to:

- information that is deemed to be private under Provincial FOIPOP Legislation
- personal information covered by FOIPOP Legislation about or relating to any individual, including a student or other employee;
- proprietary business information about the operational practises and management of the University which is not publically available;
- information obtained at in camera sessions such as Search Committee meetings, meetings dealing with employee or student disciplinary matters, or meetings of the Board where sensitive information relating to financial matters or collective bargaining is discussed.

4. BUSINESS ETHICS

Members of the NSCAD Community will carry out their responsibilities in accordance with high ethical standards.

Honest Communication

Members of the NSCAD Community will not knowingly make false statements to students, employees, or those doing business with the University.

Financial Reporting

Members of the NSCAD Community will accurately, clearly and completely represent both orally and in writing the relevant facts and the true nature of any transactions on all financial reports, accounting records, research expense reports, expense accounts, time sheets, and other financial documents.

Professional Conduct

Members of the NSCAD Community will perform their duties in compliance with any codes of conduct that apply to us because of our membership in a profession.

Members of the NSCAD Community understand that when speaking publically on behalf of the university or as a private citizen, they will identify the capacity in which we are commenting when appropriate.

5. CONFLICTS OF INTEREST

Members of the NSCAD Community will not place themselves in situations where there are conflicts between their personal interests and the interests of the University.

Gifts and Gratuities

Members of the NSCAD Community will not accept personal gifts, favours, services, entertainment, or other things of value in any situation where decisions affecting the University might be influenced. The receipt by faculty members of text books from publishers is not a violation of this statement.

Supporters of the University

Members of the NSCAD Community will enter into contracts for the purchase of goods and services solely on the merits of the transactions, and not for any other reason including the vendor's relationship with or support of the University.

Please review the full [Conflict of Interest Policy](#) for specific policy and procedures.

6. PROTECTION OF ASSETS

Since the University's assets are for the benefit of current and future generations of students and faculty, members of the NSCAD Community will strive to preserve, protect, and enhance those assets by making prudent and effective uses of them.

Any use of University facilities should be in accordance with established policies (including collective agreements), and not to the detriment of other's teaching and learning.

7. PROTECTION OF COMMUNITY MEMBERS

Members of the NSCAD Community share a mutual responsibility for the safety and security of all community members. This responsibility includes recognizing the high expectation of trust placed in professional relationships and the potential risk exploitation of students or other community members, as well ensuring the safety of the work/study learning environment,

8. PROCEDURES FOR QUESTIONING COMPLIANCE WITH THIS CODE

In the event that a member of the NSCAD Community is concerned that this Code has been violated, there exists a contravention of the law, a waste of University funds or assets, or a danger to public health and safety, or that any financial information is materially inaccurate, they are expected to bring the matter promptly to the attention of the University officials through proper channels of authority, or directly to the senior management of the University. In the event that they are not satisfied by the response, they shall bring the matter to the attention of the President.