

1.0 Overarching principles

The purpose of this Code is to record the minimum standards of conduct required of all employees of SKG in carrying out their duties and responsibilities as employees.

The Board may approve updates or amendments to this Code from time to time.

Nothing in this Code requires or permits an employee to act in a way that would be a breach of any duty owed by that employee or that would be unlawful.

This Code is in addition to any other charter, policy, protocol, or code of conduct that, from time to time, is approved by the board.

Since no code or policy can anticipate every situation that may arise, this Code is intended to provide guidance to employees for handling unforeseen situations that may arise. Employees are encouraged to bring questions about particular situations to the attention of their supervisor or the Director of Human Resources.

2.0 Definitions

“Board” means SKG’s board of governors.

“Employee” means an employee of SKG, whether or not that employee has responsibility to supervise other employees, and an officer of SKG appointed by the board.

“Director of Human Resources” means the senior executive in SKG responsible for human resources policy and oversight of human resources processes (regardless of the title of that position).

“SKG” means Shingwauk KinooMaage Gamig.

“Supervisor” means the SKG officer or employee to whom an employee reports directly.

3.0 Application

This Code of Conduct applies to every employee of SKG and every officer of SKG appointed by the board.

4.0 SKG’s core values

All individuals that are part of SKG are expected to uphold the Seven Grandfather Teachings of on Zaadigwin (Love), Nbwaakaawin (Wisdom), Mnaadendmowin (Respect), Aakdehewin (Bravery), Gwekwadziwin (Honesty), Dbaadendizin (Humility), and Debwewin (Truth).

These values shall guide SKG’s decision-making and the delivery of its programs and services.

These values shall guide how SKG's employees interact with students, stakeholders, and one another.

SKG's employees are expected to have empathy and respect for everyone they interact with, including students, colleagues, partners of SKG, and other stakeholders.

SKG's employees are expected to listen to its students, be culturally sensitive to students' needs and circumstances, and be a strong voice in representing them and promoting their success.

5.0 Responsibilities of employees

SKG desires to maintain a working environment that supports effective performance of employment responsibilities, supports wellbeing, and fosters professional growth for all employees. Maintaining such an environment is the responsibility of each employee.

Because of their role, supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of every employee to:

- Act with honesty, fairness, and propriety and in good faith at all times.
- Act to further the best interests of SKG.
- Foster cooperation, teamwork, and effective communication with other employees.
- Treat all individuals in a fair manner, with dignity and respect.
- Promote harmony in all relationships with employees, students, and others engaged with SKG.
- Strive to understand expectations of performance and communicate routinely with their supervisor to reinforce that understanding.
- Seek to avoid workplace conflict and, if it occurs, respond fairly and work quickly to resolve it.
- Declare any conflict of interest (actual conflict or where a conflict could reasonably be perceived) to their supervisor.
- Be familiar and comply with all SKG policies, procedures, and guidelines.
- Use SKG's funds and property only for purposes that have been properly authorized.
- Protect SKG's assets (including tangible assets such as buildings, equipment and supplies, and intangible assets such as work time and use of facilities) and ensure that SKG's assets are used only for SKG's purposes and not for their personal benefit or the personal benefit of anyone else.
- Seek guidance from their supervisor in any case where there is a question about compliance with SKG policies and/or applicable laws.

- Refrain from any activity that would discredit SKG.

It is also the responsibility of supervisors to:

- Identify, familiarize themselves with, and comply with the laws and regulations of Ontario and Canada and other jurisdictions in which SKG conducts business, as well as with all contractual, fiduciary, and other legal obligations that are applicable to their duties.
- Ensure that employees who they supervise are aware of and comply with the applicable laws and regulations of Ontario and Canada and other jurisdictions in which SKG conducts business, as well as with all contractual, fiduciary, and other legal obligations that are applicable to their duties.
- Administer all SKG's policies and employment processes equitably and fairly, recognizing that every employee has the right to fair treatment and recognizing that jobs are different but each is important.
- Ensure that employees whom they supervise are aware of and comply with SKG's policies and procedures and are aware of and comply with guidelines that are applicable to their duties.
- Assess employees' performance against standards and objectives that have been discussed with the employee in advance.
- Invite the participation of employees in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their professional and personal goals at SKG.
- Recognize that employees may experience challenges in their personal lives and show compassion and understanding, while upholding reasonable standards of job performance.

6.0 Responsibilities of employees with financial duties

Employees with duties relating to SKG's finances shall:

- Ensure that SKG's funds and property for which they are accountable are used only for purposes that have been properly authorized,
- Comply with SKG's processes for financial accountability, and
- Maintain complete and accurate financial records.

SKG will consider failure to meet a high standard of honesty and integrity in carrying out of financial duties to be serious misconduct.

Examples of serious misconduct include but are not limited to:

- Use of SKG funds or property for any illegal, improper, or unethical purpose;

- Tampering with or destroying SKG's accounting or audit-related records or documents except as otherwise permitted or required by policy or procedure;
- Fraud or deliberate error in the recording and maintaining of SKG's financial records, or the preparation, evaluation, review, or audit of any of SKG's financial statements;
- Deficiencies in or non-compliance with SKG's internal accounting controls;
- Misrepresentations or false statements regarding a matter contained in SKG's financial records, financial reports, or audit reports;
- Deviation from full and fair reporting of SKG's financial condition, results of operations, or cash flows; and
- Any effort to mislead, deceive, manipulate, coerce, or fraudulently influence any internal or external accountant or auditor in connection with the preparation, examination, audit or review of any financial statement or records of SKG.

7.0 Employees' conduct concerning students

SKG expects all employees to maintain the highest professional, moral, and ethical standards in their conduct with students. Interactions and relationships between employees and students must be conducive to an effective and safe learning environment, and respect appropriate boundaries.

Employees must be aware of and in compliance with SKG's policy concerning Conflict of Interest and Sexual Misconduct in Employee-Student Relationships.

8.0 Conflict of interest

A conflict of interest occurs when personal interests interfere, or are perceived to interfere, with the independent judgement required by employees in order to perform their duties and responsibilities in the interest of SKG.

Employees should avoid conflicts between their responsibilities to SKG and their private interests and avoid situations where there is a reasonable basis for the perception of such conflicts. Individuals should refrain from making or participating in decisions affecting or directly benefiting other persons with whom they have personal or financial relationships or towards whom they bear a negative or positive bias or may be reasonably perceived to bear a negative or positive bias.

Where any conflict of interest (actual conflict or where a conflict could reasonably be perceived) occurs, the employee is responsible to report that conflict to their supervisor immediately.

Employees should also seek guidance from their supervisor before embarking on activities that might reasonably lead to questions of conflict of interest.

9.0 Gifts and hospitality

To preserve the image and integrity of SKG, employees must avoid giving, soliciting, or receiving gifts, meals, entertainment, privileges, or memberships where these are intended to

influence unfairly, or might give the appearance of unfairly influencing, any decision of SKG or any decision relating to the business of SKG.

This prohibition applies concerning all decisions of SKG, whether commercial, administrative, employment-related, academic, or research-related in nature.

This prohibition does not apply to reasonable hospitality that is an accepted and customary courtesy of a business relationship. Payments for meals, refreshments, travel, accommodations, or entertainment by a party external to SKG are permitted where:

- The payment is expended in the course of a business meeting or other occasion the purpose of which is to hold a bona fide business discussion or to foster better relations between SKG and external individuals, groups, or institutions; and
- The expense would be paid for by SKG as a business expense if not paid for by the external party.

Employees may accept gifts if:

- The gift has only nominal value or is offered in accordance with social or cultural custom, for example, when an employee retires or leaves SKG or visits another institution; and
- If the gift would not influence, or might be reasonably construed to influence, a decision of SKG.

SKG employees are expected to seek advice and consultation in advance from their supervisor if there is any doubt or question about the appropriateness of a gift or hospitality expense.

10.0 Related Policies, Procedures & Documents

HR 01 Human Resources and its associated procedure

HR 03 Accessible Workplace and its associated procedure

HR 04 Safe and Healthy Workplace and its associated procedure

HR 05 Prevention of Harassment and Discrimination and its associated procedure

HR 06 Conflict of Interest and Sexual Misconduct in Employee Student Relationships and its associated procedure

Employee Handbook

Supervisor Handbook

These and other SKG human resources policies and procedures may be found [here](#).

11.0 Responsible Officer

Director of Human Resources

12.0 Version history

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