

## **Mount Saint Vincent University Code of Conduct Policy**

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### **Policy Statement**

At Mount Saint University our mission reflects our commitment to academic excellence built on a foundation of accountability and respectful working relationships. This policy reflects the conduct expected of our Board of Governors, senior administrators and staff to effectively fulfill our mission and reflect our values as outlined in our strategic plan. Our full-time faculty conduct is covered by the Code of Conduct in the MSVU FA Collective Agreement. Our Student conduct is covered by the Judicial Code.

As an educational institution, we are committed to educating and coaching our community on appropriate conduct and maintaining professional standards.

### **General Standards of Conduct**

All members of our Board of Governors, senior administrators, and staff are expected to conduct all University activities in compliance with the law, University policies and applicable professional standards.

We will carry out our responsibilities in an ethical manner.

- ⊕ We will treat all members of our University community with dignity and respect.
- ⊕ We will perform our duties in compliance with any codes of conduct that apply to us because of our individual membership in a profession.
- ⊕ We will not knowingly make false statements to students, faculty, staff, volunteer representatives or those doing business with the University.
- ⊕ We will accurately represent all relevant facts on financial reports and documents

We will handle all information given to the University in confidence in accordance with the applicable legal, ethical and professional standards.

We will strive to preserve and protect the University's assets by using them in a prudent and effective manner. We will not convert or use those assets for personal purposes or gain.

Should we express our personal views as private citizens publicly on any matter of public interest, we will not include the name and address of the University (or any part of it) or the title of our University appointment.

This policy is consistent with, and does not preclude any collective agreement between the University and its employee groups. This Code of Conduct is not a comprehensive statement of all policies that apply to employees, officers and directors. Our Faculty conduct is governed by the MSVUFA Collective Agreement. Our students' conduct is covered by the Student Judicial code. Appendix A is a complete list of subject areas and accompanying documentation that governs conduct of the Mount community.

Should a breach of conduct occur, appropriate action will be taken in accordance with policies referenced in the Appendix.

Reviewed by HRGC March 4, 2016

Reviewed by Board of Governors April 21, 2016 (Consent Agenda)

Reviewed by HRGC March 19, 2018

Reviewed by Board of Governors April 18, 2018 (Consent Agenda)

**Code of Conduct  
Appendix A  
Cross-Reference List by Mount Group**

<b>Employee Group</b>	<b>Subject Area</b>	<b>Documentation</b>
<b>Board of Governors</b>	Access to Campus	Policy on Access to Campus
	Conflict of Interest	Conflict of Interest Policy
	Fair Treatment	Fair Treatment Policy
<b>Staff and Administrators</b>	Access to Campus	Policy on Access to Campus
	Conflict of Interest	Conflict of Interest Policy
	Employment Equity	Employment Equity Policy
	Fair Treatment	Fair Treatment Policy
	Fund Raising	The Ethical Fundraising and Financial Accountability code
	Gift Acceptance	Gift Acceptance Policy
	Health & Safety	Occupational Health & Safety Policy
	Language-Non-Sexist	Non-Sexist Language (Guidelines for)
<b>Full-time Faculty</b>	Academic Freedom	MSVU Faculty Collective Agreement, Article 2
	Academic Research & Scholarship	Senate Policy & Procedures: - Ethics Review of Research Involving Humans - Integrity in Research and Scholarship
	Access to Campus	Policy on Access to Campus
	Asset Use	MSVU Faculty Collective Agreement, Article 44
	Code of Conduct Conflict of Interest	MSVU Faculty Collective Agreement, Article 44
	Fair Treatment	Fair Treatment Policy; MSVU Faculty Collective Agreement, Article 3 & 14
	Gift Acceptance	Gift Acceptance Policy
	Health & Safety	Occupational Health & Safety Policy; MSVU Faculty Collective Agreement, Article 15
	Language – Non-sexist	Non-Sexist Language (Guidelines for)
<b>Part-time Faculty</b>	Academic Freedom	CUPE Local 3912, Article 7
	Access to Campus	Policy on Access to Campus
	Asset Use	CUPE Local 3912, Article 8
	Conflict of Interest	CUPE Local 3912, Article 8
	Fair Treatment	Fair Treatment Policy; CUPE Local 3912, Article 10 & 11
	Gift Acceptance	Gift Acceptance Policy
	Health & Safety	Occupational Health & Safety Policy; CUPE Local 3912, Article 9
	Language – Non-sexist	Non-Sexist Language (Guidelines for)
<b>Security (See also Staff)</b>	Fair Treatment	IUOE, Article 8
	Health & Safety	IUOE, Article 39
<b>Custodians, Steam Plant Staff (See also Staff)</b>	Fair Treatment	IUOE, Article 4
	Health & Safety	IUOE, Article 32
<b>Administrative Staff (See</b>	Fair Treatment	NSGEU Local 81, Article 4

<b>also Staff)</b>	Health & Safety	NSGEU Local 81, Article 33
<b>Students</b>	Student Conduct	Student Judicial Code