



ETHICS POLICY

Our commitment

Vanguard School has adopted an ethics policy designed to promote ethical standards in the various contexts and activities of the school.

This policy was adopted by the Board of Directors and published on Vanguard School's website and Intranet. The Ethics Policy applies to all administrators, as well as to the Board of Directors, managers, and employees.

Scope of application

The Ethics Policy is intended for all members of the community, including Board members, students, parents, and school staff. All must respect the principles set out in this policy.

This policy is also aligned with Competency 13 of the Reference Framework for Professional Competencies—For Teachers (p. 80).

Competency 13: **Act in accordance with the ethical principles of the profession**
Adopt and promote ethical and responsible behaviours in order to create respectful and trusting relationships with students, members of the school team and the wider education community.

Objectives

The purpose of this policy is to:

- ✓ Establish the values, behaviours and fundamental principles that will ensure the ethical conduct of Vanguard School administrators, students, and staff.
- ✓ Guide actions and behaviours to ensure ethical behaviour in a work context and to guide decision-making in the performance of assigned duties, to strengthen the bond of trust with its administrators, partners, and colleagues with regard to its integrity and impartiality.

Values

The ethical conduct of this policy is expressed through various values:

1. confidentiality;
2. impartiality;
3. diligence;
4. transparency;
5. respect for rules and people;
6. the absence of conflicts of interest.

Here are the main values in more detail:

1. Confidentiality

Members of the Board of Directors, members of the Management, and staff must exercise discretion and respect the confidentiality of information obtained in the course of their respective duties.

Example: A teacher or other staff member may not discuss the private life of a student or peer in a staff room. The information communicated must be in a professional context and must not harm the reputation or integrity of either.

Administrators and management must ensure the protection of this information by developing processes for the management, retention, and archiving of printed and electronic information per the legal requirements to which the School is subject.

2. Impartiality

Members of the Board of Directors, members of the Management, and staff must make decisions in such a way as to accord fair treatment to all, avoiding any preference or advantage to one party or another. These decisions must be based on an informed knowledge of the facts and applicable law.

3. Diligence

Requests for information must comply with internal rules and regulations, as well as with the policies in effect in all School activities, and must be formulated with care and diligence.

Vanguard School administrators must provide the requester with the information requested, within the framework of the Access to Information Act, so that they can fully exercise their rights while respecting the Access to Information Policy and the Act respecting the protection of personal information and access to documents held by educational institutions.

4. Transparency

Members of the Board of Directors, members of the Management, and staff must communicate clearly and comprehensibly with students, parents, and other third parties on all matters that may concern them, particularly in the context of their professional activities.

5. Respect for rules and people

Members of the Board of Directors, members of the Management, and staff, depending on their respective functions, must show courtesy and respect to all (students, parents, colleagues, third parties, subcontractors, contractors, etc.). All must also ensure compliance with the deadlines and procedures set out in the management policies to which they are subject (contract, service agreements, or other).

6. Conflicts of interest:

Members of the Board of Directors, members of Management, and staff must avoid placing themselves in a situation of conflict of interest, in particular, but without limiting the generality of the foregoing, a situation of conflict between the interests of Vanguard School, their interests, and the duties and obligations related to their functions.

Roles and responsibilities

Members of Management are responsible for:

- ✓ developing and updating an ethics policy for all staff;
- ✓ ensuring consistency of values and Board authorization of this policy;
- ✓ seeing to it that conditions are put in place to comply with policy requirements;
- ✓ sanctioning non-compliance with the policy;
- ✓ reviewing the policy annually.

All Vanguard School staff members are responsible for:

- ✓ complying in all respects with the rules of this ethics policy;
- ✓ establishing rules of conduct (if applicable) to avoid any conflict or perceived conflict of interest;
- ✓ reporting or informing General Management of any non-compliance with this policy.

A link to be made with Competency 13 of the Reference Framework for Professional Competencies for the teaching profession:

- ✓ Acts and behaves in a respectful manner toward the school and what it represents.
- ✓ Encourages and celebrates actions and behaviours that reflect the values of the Québec school and Québec society.
- ✓ Is aware of the ethical issues related to the practice of teaching in order to perform one's duties with integrity.
- ✓ Takes into account the applicable legal framework when exercising their professional rights and responsibilities.
- ✓ Acts vigilantly and diligently to protect the confidentiality of information that relates to the private lives of students and other education stakeholders.
- ✓ Respects the roles and responsibilities of people involved in the education community.
- ✓ Denounces and tears down the knowledge, practices, attitudes and processes that produce or reproduce situations of exclusion and discrimination in education settings.
- ✓ Avoids all forms of discrimination by adopting equitable, transparent and inclusive practices and attitudes with regard to students, colleagues and the community.

It should be noted that any violation of this policy may cause harm to Vanguard School, and administrative and/or disciplinary measures may be taken proportionate with the inherent impact on the organization, up to and including dismissal.

Consequently, Vanguard School has the right to enforce the terms and provisions of this policy by formal notice and/or injunction; without limiting or restricting the scope of this policy and without prejudice or waiver of the organization's rights to claims and compensation, including an action for damages, to claim compensation for the actual damages caused to Vanguard School by the violation of this agreement.

MY COMMITMENTS

REGARDING THE ETHICS POLICY

As a :

Board member

Vanguard School staff member

I agree to:

1. Respect the strictest principles of integrity, professionalism, and loyalty in my relations with members of the Management and Board of Directors, staff members, students, parents, partners, and all institutional and educational bodies in the performance of my duties.
2. Respect the confidentiality of important files at Vanguard School (student files, employee files, etc.) in accordance with the law and internal best practices.
3. Respect all human rights and workplace laws and regulations (CNESST), including treating all students, employees, clients, and internal and external partners without infringing on their rights.
4. Respect the principles of integrity in all publicity, communication, and solicitation, carrying out my operations with the sole purpose of promoting the activities of Vanguard School and maintaining a positive image and good reputation of the latter.
5. Comply with this Ethics Policy, including all the guiding principles and values set out in the policy.
6. To ensure that members of the Board of Directors, members of the Management, staff, clients, partners, and anyone dealing with Vanguard School are aware that it is our duty to comply with the strictest provisions of this Ethics Policy.

I have read, understood, and agree to abide by all aspects of this Ethics Policy at all times during my employment with Vanguard School and thereafter.

By signing below, I accept and understand that this Ethics Policy is an essential condition for the continuation of my employment at Vanguard School.

First name, last name (please print): _____

Signature: _____

Date: _____