



Standards of Conduct Policy

Policy owner: General Manager

Audience: URSU Staff, Executive, Directors

Approved:

Last Reviewed: July 20th, 2016

Review Schedule: July 2018

1. Introduction

The purpose of this policy is to outline the expectations for University of Regina Student's Union (URSU) employees regarding conduct both while on-duty as well as off-duty. Improper conduct may have a serious effect on business interests and the workplace in general and as such URSU will enforce the guidelines of this policy. If it is shown that there is a connection between an employee's improper conduct and the workplace, disciplinary action may be taken.

2. Definitions

Employees – includes all full and part time staff of URSU, URSU Executive, Directors of the Board and Board Chair

3. Guidelines

3.1. *Interaction with the Public*

- a) While interacting with the public, employees agree that it is of the utmost importance to act in a professional manner in keeping with the public's expectations of someone in his/her position. Employees agree that when engaging in social media activities through official URSU accounts, when using their URSU email address, and when writing to media organizations, that employees will conduct themselves in a professional manner, which reflects well on the position held within the URSU.
- b) Employees agree to be conscious of the fact that private postings, email, and correspondence may be interpreted by some to be the official position of the URSU.
- c) When engaging in meetings with employees of the student body, faculty or the public, employees should maintain a civil attitude, which reflects well on the URSU, even when confronted with challenging employees. It is important to keep in mind, especially when dealing with employees of historically disadvantaged or minority groups, to be aware of the potential for offense, which may be unintentionally caused by poorly chosen words or actions. Intentional racist, sexist, homophobic, or transphobic remarks or actions are not acceptable.
- d) When engaged by the media, employees ought to ensure that the inquiring media personnel is directed to the most appropriate Executive Member or General Manager of the URSU to handle the solicitation of engagement. If interacting with the media, statements by the employee (by virtue of their position) will reflect on the URSU. All

statements to the media ought to be considered "on the record" and should accurately and positively reflect the position of the URSU. When engaged by an organization outside of the student body, employees ought to ensure that the outside organization is directed to the most appropriate Executive Member or General Manager of the URSU to engage with the group. Interactions with outside organizations ought to occur in a courteous manner so as to positively reflect on the URSU.

3.2. *Creating a Respectful Environment*

- a) As an employee of URSU, the employee's actions reflect positively or negatively on the entire URSU. It is agreed that as leaders within the organization, it is the employee's responsibility to work towards and maintain a respectful environment to the best of their ability.
- b) Employees agree that when interacting with student groups organized around the principles of supporting a historically disadvantaged or minority group, that it is important to be acutely aware of the potential for offense which may be caused by poorly chosen words or actions.
- c) Even when removed from the University or the carrying out of official duties, a high degree of care should be adopted with regard to racist, sexist, homophobic, transphobic, or other discriminatory comments, as they reflect poorly on the URSU.
- d) In order for the URSU to be "Positive Space Certified", the Executive must have universal training. Pursuant to this principle and the Motion approved at the 2013 AGM the designated Employees agree to attend Positive Space training at the first available opportunity.
- e) Employees, in seeking to maintain a respectful work environment, will not yell at or bully colleagues or employees.
- f) The URSU fully supports the University of Regina Respectful University Policy. The most up to date version of the Respectful University Policy (GOV-100-015) is available at <http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>. In order to ensure compliance URSU requires that all of its employees are familiar with and comply with this policy.

When employees are off-duty there is still an expectation by URSU that employees will conduct themselves in a way that positively represents the company's values and mission statement.

Improper conduct of employees may be subject to disciplinary action up to and including termination if it is shown that:

- the conduct of the employee harms URSU's reputation, product or business interests;
- the employee's behaviour renders the employee unable to perform his/her duties satisfactorily;

- the employee's behaviour leads to refusal, reluctance or inability of the other employees to work with him/her;
- the employee has been guilty of a serious breach of the Criminal Code and thus rendering his/her conduct injurious to the general reputation of URSU and its employees;
- the employee's behaviour places difficulty in the way of URSU properly carrying out its function of efficiently managing its works, and efficiency directing its working forces.

Disciplinary action will be taken if any one of these criteria is met.

An investigatory process will be followed in order to determine the validity and severity of the incident and the resulting disciplinary actions.

4. Complaints

Employees should be cognizant of the fact that a formal accusation against another employee is a serious allegation with repercussions.

Where allegation of inappropriate conduct is found to be either false or wilfully frivolous, or where supporting documentation for a complaint has been falsified, the complainant or witness may be subject to disciplinary measures.

5. Consequences for Noncompliance

Improper conduct may have a serious effect on URSU business interests, community relations, U of R relations and the workplace in general and as such URSU will enforce the guidelines of this policy. If it is shown that there is a connection between an employee's improper conduct and the workplace, disciplinary action may be taken including but not limited to termination of employment.

6. Related Information

[University of Regina Respectful University Policy Number:GOV-100-015](#)

[University of Regina Violence Prevention Policy Number:GOV-100-016](#)