



<b>Policy Code – Version: H21 – V1</b>	
<b>Policy Name: Code of Conduct</b>	
<b>Approved</b> by motion of Board on	29/08/2011
<b>Cross Reference</b> H14 - Respectful Workplace; H16 - Workplace Harassment; H17 - Health and Safety – Violence in the Workplace ; H18 - Employee Conflict of Interest	
<b>Related Forms</b>	

### Policy Statement

1. Ottawa Student Transportation Authority (OSTA) embraces mutual respect, support, trust, openness and equality. OSTA's reputation depends upon the integrity and sense of responsibility of our leaders and employees, in whom is placed great trust. The way in which that trust is discharged determines our success and the position we enjoy in the community.
2. The onus is on each employee to provide a positive climate in the workplace where staff feels safe, comfortable, accepted and valued.
3. This Code of Conduct sets clear standards of behaviour that apply to all individuals (staff, parents, students, Board members, etc).
4. All individuals shall:
  - a. Respect and comply with all applicable federal, provincial and municipal laws;
  - b. Demonstrate honesty and integrity in all matters;
  - c. Respect differences in people, their ideas and their opinions; treat one another with dignity and respect at all times, and especially when there is disagreement;

- d. Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or disability;
  - e. Respect the rights of others;
  - f. Show proper care and regard for OSTA property and the property of others; take appropriate measures to help those in need;
  - g. Seek assistance from a member of senior staff, if necessary, to resolve conflict peacefully;
  - h. Respect all members of the community;
  - i. Communicate meaningfully with parents;
  - j. Dress in attire and maintain grooming and hygiene habits appropriate to a business atmosphere;
  - k. Follow established policy and procedure.
5. All individuals shall not:
- a. Engage in bullying behaviour;
  - b. Engage in illegal activities such as theft, assault, be in possession of any weapon, be in the possession of or be under the influence of, or provide others with alcohol or illegal drugs;
  - c. Swear at their colleagues or any member of the community;
  - d. Speak to the media, or other individuals/organizations without prior approval.
6. As described in the Conflict of Interest policy, OSTA expects its employees not only to avoid real conflicts of interest, but also to avoid being placed in a position that could give the appearance of being in conflict with OSTA's interest.