



POLICY SECTION 503: Staff Conduct

POLICY

The Ahkwesahsne Mohawk Board of Education believes employees must exercise the utmost discretion in their personal habits and activities. The Board believes that the responsibility for acceptable behaviour and conduct rests primarily with the employee as a professional individual.

GUIDELINES

1. Upon commencement of employment, the Human Resources Office of the Board of Education will provide the new employee with a copy of the PSAC / MCA / AMBE Collective Agreement if they are members of the bargaining unit. The school principal or program supervisor shall provide the new employee with access to the Policy and Procedure Handbooks of the Ahkwesahsne Mohawk Board of Education so that they will be able to familiarize themselves with the governance structure of AMBE, as well as with the expectations, rights, and responsibilities of employees.
2. The Board and Director shall accept complaints from members of the community regarding the alleged conduct or behaviour of any employee. Any resulting action based on the complaints must follow guidelines outlined in AMBE Policy # 706/707, Complaints about Staff for 11 and 12 month employees, and the relevant articles of the PSAC / MCA / AMBE Collective Agreement for 10 month staff members.
3. Should an employee's conduct be found to be improper, then procedures listed in AMBE Policy # 511, Discipline, Suspension and Dismissal of Professional Staff, or the PSAC / MCA / AMBE Collective Agreement will be followed.
4. Breaches of confidentiality by any staff member will not be tolerated.
5. Any 11 or 12 month employee found to have violated either *General Personnel Policy* guidelines for proper conduct or AMBE policies relating to staff conduct and professional ethics will be subject to disciplinary action up to and including immediate dismissal from employment.