

All students will be treated with dignity and respect. It is the duty of all employees to work in harmony with co-workers as they strive to provide the best possible service to all our stakeholder groups.

All Staff members:

1. Are expected to honour the trust which is placed in them by working under the restraints of confidentiality and shall not divulge confidential or sensitive information received in the course of his/her duties to unauthorized personnel;
2. Are advised that any breach of confidentiality by any employee may be treated as grounds for disciplinary action;
3. Will respect that all information in an individual's personnel file, student record, or student's confidential file is confidential;
4. Will refrain from using their position to profit from the sale of goods or services;
5. Are expected to exemplify high standards of personal integrity and shall be an advocate for the school and division in the community;
6. Will demonstrate good grooming and habit of dress;
7. Are expected to accept the responsibility of developing and acquiring skills to meet the changing needs of the workplace;
8. Will respect the dignity and rights of all persons without prejudice as to race, religious beliefs, color, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background;
9. Are expected to discuss issues with colleagues first, then follow the line of authority (i.e. Colleague, Supervisor, Principal, Superintendent).  
NOTE:
  - In instances of harassment, the staff member may go directly to the appropriate administrator;
  - Certificated staff shall also adhere to the ATA's Code of Professional Conduct.
10. Will strive to create an environment of trust, care, and respect. Discriminating or harassing behavior of students or colleagues will not be tolerated.
11. Shall ensure that any collection, use or disclosure of personal information is made in accordance with the provision of the *Freedom of Information and Protection of Privacy Act* and the Student Records Regulation.
12. Shall ensure that reasonable measures to prevent unauthorized access to the aforementioned records are practiced.