

TITLE: **Code for Professionalism and Civility**

Date of Approval: September 17, 2013; June 29, 2017

Mandatory Review Date: June 29, 2022

Approved By:

- Board of Governors
- Executive Committee
- Senate

Effective Date: June 29, 2017

1. Purpose

Sheridan is proud to have achieved a special trust and confidence with our students, employees, and the broader communities in which we have operated since 1967. People are what have made Sheridan a trusted community partner, a premier Canadian post-secondary institution and a destination to work and learn.

This document provides the overarching principles to meet the expectations of Professionalism and Civility (as defined below) at Sheridan and enhance our reputation.

2. Scope

This document applies to Sheridan Employees, Contractors, consultants, volunteers and others who are on Sheridan property, as applicable. It also applies to off-property work and/or activities, including online activities that engage Sheridan’s interests.

Students are governed by the Student Code of Conduct. However, Students and Members of the Sheridan Community may have multiple relationships with Sheridan (e.g. simultaneously a student and employee) such that both Codes apply.

This Code is not intended to alter or supersede any Sheridan policy or collective agreement. Furthermore, this Code is not intended to infringe upon academic freedom as defined in Sheridan’s Academic Freedom Policy.

3. Definitions

“**Civility**” can be defined as a range of behaviours including courtesy, dignity, acting in good faith and respect.

“**Contractor**” means a person or corporation who provides goods and/or services to Sheridan under terms specified in a written agreement, and who does not have an employment relationship with Sheridan.

“**Employee**” means a person under the employ of Sheridan either:

- a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or
- b) On a less than full-time, and/or temporary basis under the terms of an employment agreement.

“Member of the Sheridan Community” in this policy means Employees, volunteers, consultants, and Contractors.

“Professionalism” Professionalism is the way in which a person appropriately conducts and presents themselves in the workplace and offsite of Sheridan. Examples of professionalism include:

- a) Civility in one’s conduct and communications;
- b) Appearance and presentation appropriate to one’s duties and responsibilities;
- c) Ethical conduct and integrity;
- d) Respect for Sheridan’s interests and policies;
- e) Meeting obligations;
- f) Being truthful; and
- g) Being cooperative with colleagues and managers.

“Student” means any individual who is admitted, enrolled, or registered for study at Sheridan whether physically present at campus or online. Individuals who are not officially enrolled for a particular term, but who have a continuing Student relationship with, or are representing Sheridan may also be considered Students.

4. Policy Statement

We as a community believe that Sheridan can only achieve its vision and goals through an environment that embraces diversity, equity, equality, inclusion and respect.

Furthermore, we as a community highly value the trust the public has placed in us to responsibly educate Students and to manage resources, including information, in a conscientious, honest and prudent manner.

At a minimum, all Members of the Sheridan Community are committed to abiding by Sheridan’s Policies and Procedures and the laws of the jurisdictions in which we operate; and exercising professionalism and good judgment.

4.1 Demonstrating Professionalism and Civility

(a) Diversity, Equity, Equality, Inclusion and Respect

Embracing diversity, equity, equality, and inclusion requires the highest level of respect and understanding when interacting with others. Sheridan has policies and procedures that support the safety, dignity and human rights of our community members. However, Sheridan

will distinguish itself as a truly inclusive learning community through an awareness of the cultural assumptions, norms, and habits we each bring, and an appreciation that others may have different cultural assumptions, norms, and habits and we should strive to not treat others with judgement or bias.

A culture of respect is demonstrated in day-to-day interaction which is courteous and Professional. A respectful environment is not necessarily one without challenging interactions or one without conflict. As citizens of a respectful environment we pride ourselves on our ability to constructively challenge each other while behaving with Civility, in a considerate and Professional way.

(b) Responsibly Educate Students and Conduct Sheridan Business

All Members of the Sheridan Community contribute to providing our Students with a premier, purposeful educational experience. We maintain and enhance Sheridan's standards and reputation in this regard by:

- Recognizing that we are often the public face of Sheridan and we shall demonstrate appropriate Professionalism;
- Ensuring we do not present or behave unprofessionally due to the effects of alcohol or illicit drugs;
- Engaging in professional interaction and relationships with Students inside and outside the classroom that do not conflict with our roles as trusted representatives of Sheridan and at times persons of authority;
- Preparing thoroughly for all duties and services offered inside and outside of classrooms;
- Being responsive to Students, clients and customers including providing appropriate feedback and follow-up in a timely manner.

(c) Conscientious and Prudent Use of Resources and Information

As Members of the Sheridan Community we are entrusted with the stewardship of resources subsidized by public funds and our Students. We honour this trust by providing outstanding value to our Students and the broader community by:

- Using Sheridan resources in a manner consistent with all relevant legislation and policies and only to undertake our individual duties;
- Engaging only in business activities where there is no actual, perceived or potential conflict of interest that could prevent us from properly using Sheridan resources;
- Handling, accessing and using private, privileged, proprietary and/or confidential information with care and disclosing it only in accordance with relevant Sheridan policies and legislation

(d) Responsible, Good Faith Communication

As Members of the Sheridan Community we value respectful and candid dialogue and recognize that all individuals have a right to an opinion on any and all matters. We further recognize that we, as individuals, are accountable for the opinions we choose to share and

therefore only share our viewpoints responsibly and communicate with good faith. This includes refraining from:

- Publicly claiming or implying a connection between our personal comments, opinions or actions and Sheridan without appropriate permission;
- Electronically recording others in the Sheridan community covertly and/or without their consent or Sheridan's consent; and
- Inappropriately using our privilege to engage with Students as a forum to promote our personal views or agendas without a reasonable nexus to curriculum.

4.2 Compliance

Maintaining Sheridan's place as a trusted educator, employer, business partner and public institution requires Members of the Sheridan Community to be accountable for their actions. Therefore, Members of the Sheridan Community accept the responsibility to be compliant with this Code and to fully cooperate with Sheridan investigations and understand that failure to abide by the law, Sheridan policies and procedures or other acts of wrongdoing could result in discipline up to and including termination. For Sheridan community members other than employees, sanctions may include exclusion from Sheridan property or other action as the situation may warrant.

4.3 Responsible Office

The Responsible Executive for this policy shall be the Vice President, Human Resources and Equity. The Centre for Employee Relations and Partnerships, Human Resources, will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Academic Freedom Policy](#)

[Acceptable Use Policy](#)

[Accessibility Policy](#)

[Conflict of Interest Policy](#)

[Guideline for the taking and use of photographs, video and audio recordings by Sheridan employees](#)

[Harassment and Discrimination Policy](#)

[Health and Safety - Incident Reporting and Investigation Policy](#)

[Privacy Policy](#)

[Records and Information Management Policy](#)

[Reporting Worrying Behaviour](#)

[Resolving Harassment & Discrimination and Workplace Harassment Issues Procedure](#)

[Sexual Assault and Sexual Violence Policy](#)

[Sexual Assault and Sexual Violence Response Protocol](#)

[Social Media Policy](#)

[Student Code of Conduct](#)

[Whistle Blower Policy](#)

[Workplace Harassment and Discrimination Policy](#)

[Workplace Violence Policy](#)