

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE E3 - STAFF CONDUCT**

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The Red River Valley School Division Board of Trustees believes all employees represent the school, the division, and the communities they serve. As such, they are held to a higher standard of conduct both on and off duty.

That every employee of the Red River Valley School Division is made aware of, understands, and adheres to the staff conduct procedure.

All employees of the Red River Valley School Division are expected to act with integrity and honesty on-duty and off-duty, and be aware of the policy framework that governs our behavior and day to day performance of our job. Employees must act in a manner that is consistent with the division's policies and set a positive example for all.

Employees will:

- Adhere to the policies and procedures set forth by the Red River Valley Division Board of Trustees and Provincial legislation.
- Perform their assigned job duties in a competent and responsible manner.
- Attend work on a prompt and regular basis.
- Treat colleagues, students and the community with respect and in a courteous manner.
- Abstain from any and all behaviour that could harm the division's reputation.

<b>Cross Reference:</b>		
<b>Adoption Date: February 23, 2016</b>	<b>Amendment Date: December 12, 2016</b>	<b>Page: 1 of 1</b>