

## ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL

<b>POLICY TYPE:</b>	Executive Limitations	<b>POLICY NO.:</b>	EL-9
<b>POLICY TITLE:</b>	Treatment of Media, Public, Stakeholders & Staff	<b>PAGE:</b>	1 of 2
<b>LEGISLATIVE AUTHORITY:</b>	Not Applicable		

With respect to interactions with media, public and stakeholders, including staff, parents and students, the Superintendent shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, immoral, disreputable or in violation of Council policy.

Accordingly, the Superintendent shall not fail to:

1. Use methods of managing information that protect confidential information;
2. Provide a process for effective handling of complaints and grievances;
3. Protect against wrongful or illegal activities;
4. Establish policies and procedures to ensure organizational compliance with all federal and provincial laws;
5. Establish policies and procedures to protect against racial, religious, ethnic, gender, disability, sexual orientation and age discrimination;
6. Establish policies and procedures to assure an organizational culture that conforms with the following core values:
  - a. honesty in all written and interpersonal interaction,
  - b. encourage and respect the opinions of others,
  - c. focus on issues rather than on personalities,
  - d. focus on common achievement of the Council *Ends* policies,
  - e. timely communication,
  - f. appropriate confidentiality,
  - g. open sharing of personal concerns,
  - h. willingness to openly share information and knowledge,
  - i. reasonably include people in discussions that affect them, and
  - j. willingness to protect the integrity and promote the positive image of the district, its leaders and staff.
7. Take reasonable steps to encourage the involvement of stakeholders in the schools;
8. Provide for open communication and sharing of ideas in all written and interpersonal interaction,

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**Adopted: October 2012**

**Revised:**

**Review Method: Executive Report**

**Review Frequency: Annual – June 10, 2020**

9. Provide Media, Public and Stakeholders with the opportunity to become familiar with the provisions of this policy, and
10. With respect to interactions with the media, the Superintendent shall not fail to protect the integrity and promote the positive image of Council and District.

With respect to treatment of employed and volunteer staff, the Superintendent shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, immoral, disreputable or in violation of Council policy.

Accordingly, the Superintendent shall not fail to:

1. Develop procedures for reasonable background inquiries and police and vulnerable sector checks prior to:
  - a. hiring any paid personnel; or
  - b. using the services of any volunteers who have unsupervised contact with students.
2. Hire highly qualified candidates for staff appointment, re-advertising if necessary;
3. Operate without written human resources/personnel administrative policies/procedures which:
  - a. clarify personnel rules and procedures for staff,
  - b. provide for effective handling of grievances.
  - c. include adequate job descriptions for all staff positions,
  - d. include salary and compensation plans that comply with provincial law,
  - e. include an effective personnel performance evaluation system,
  - f. protect against workplace harassment,
  - g. protect against racial, religious, gender, age, disability, ethnic and sexual orientation bias or discrimination,
  - h. provide mentor support for beginning teachers and school administrators,
  - i. provide for a drug and alcohol free workplace and
  - j. provide an effective and transparent hiring procedure.
  - k. provide a mechanism for reporting instances of non-compliance of staff, inclusive of the Superintendent.
4. Protect confidential information;
5. Provide for open communication and the sharing of ideas; and
6. Provide staff with the opportunity to become familiar with the provisions of this policy.

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**Adopted: October 2012**

**Revised:**

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