**Employee Responsibilities**

**Belief**

In the area of personal and professional conduct, the Division desires that all employees conduct themselves in a manner that not only reflects credit to the school and the Division, but that sets forth a model worthy of emulation by students.

**Guidelines:**

1. All employees have a responsibility to ensure they are familiar with, and abide by provincial laws, acts and other legal documents that affect their work.

2. All employees have a responsibility to ensure they are familiar with Board policies, administrative procedures, practices, collective agreement, terms of employment and benefit plans that affect their work or employment.

3. All employees are expected to conduct themselves in a friendly, courteous and professional manner.

4. All employees are to treat fellow workers in a fair and respectful way.

5. Employees are expected to show a positive and helpful attitude, to be honest, trustworthy, reliable, dependable and punctual in all of their workplace activities.

6. All employees are expected to show respect and cooperation when given direction or correction to ensure a productive work environment for employees.