

Policy Adopted: September 21, 2016
Revision Date: May 2025
Responsibility: Superintendent of Human Resources

1. Objective

This policy aims to promote integrity, accountability and respect while ensuring compliance with regulations and organizational requirements. By providing clear guidelines for ethical conduct, this policy seeks to foster a positive organizational culture and uphold the Halton District School Board's (HDSB) reputation.

2. Policy Statement

It is imperative that employees act, and be seen to be acting with honesty, care and due-diligence, in the best interests of the public they serve. Respect must be demonstrated for each other and for the environment. Without limiting the generality of the foregoing, employees would compromise themselves in the discharge of their duties by being in or being perceived to be in a conflict of interest, by contravening any law, by disclosing confidential business, personnel or student information and/or by misappropriating HDSB resources.

Any employee who contravenes the Code of Ethics Policy and/or this accompanying Administrative Procedure may be subject to disciplinary action up to and including termination.

3. Scope

This policy applies to all HDSB employees.

4. Guiding Principles

Employees of the HDSB occupy positions of public trust and confidence. As such, it is imperative that employees discharge their duties and responsibilities in a professional, fair and impartial manner, and uphold the principles of integrity, respect, accountability, compliance, transparency, and confidentiality.

Related Board Administrative Procedures

Code of Ethics

Conflicts of Interest in Hiring Practices

Related Legislation and Industry Documents

Education Act

Ontario Human Rights Code

Broader Public Sector Accountability Act s.12

Broader Public Sector Procurement Directive

Policy Due for Review: May 2029

Revision History

- May 2025 (M25-050) - Type of Review: Comprehensive
 - Housekeeping changes and added language to align with updated policy template.
- May 2021 (M21-0089)