
AURORA COLLEGE CODE OF ETHICS

INTRODUCTION

Aurora College's purpose is to deliver adult and post-secondary education.

Aurora College is focused on student success and is committed to supporting the development of our Northern society through excellence in education, training, and research that is culturally sensitive and responsive to the people we serve.

The College recognizes the unique nature of Northern communities. The College strives to create a vibrant Northern college that fosters understanding and respect among all Northern people and provides educational opportunities for adults to enable their full participation in the social, economic, and cultural development of the Northwest Territories.

The Aurora College Code of Ethics sets out the standards for good educational conduct and provides guidance in acting ethically to maintain a post-secondary educational environment that supports an atmosphere of respectful learning and flexibility.

Ethical conduct is defined by the ideals identified and shared by a community. The relationships within the College community are complex. The Code of Ethics seeks to identify areas of responsibility for members of the College community and the expectations associated with those responsibilities.

The Code of Ethics does not stand alone. Members of the College are guided by legislation, government policy, College policy, etc., that set forth standards of conduct. The Code of Ethics recognizes their importance and does not supersede them, but works in conjunction with them. They include, but are not limited to:

- Canadian Charter of Rights and Freedoms.
- NWT Human Rights Act
- Collective Agreement Between the Union of Northern Workers and the Minister of Human Resources
- Collective Agreement between the Northwest Territories Teachers' Association and the Minister of Human Resources
- Code of Conduct Respecting Conflict of Interest and Oath of Office and Secrecy for the Employees of the Government of the Northwest Territories
- Harassment Free and Respectful Workplace Policy (GNWT)
- Aurora College Bylaw #1: Student Conduct
- Aurora College Policies and Procedures
- professional ethical codes for specific professions

The Code of Ethics emphasizes the principle of respect for all members of the College community and the languages and traditions of the people served.

Ethical issues may arise in many different forms. Ethical codes are inadequate if they only attempt to police misconduct and do not help us act responsively and responsibly in relation to less dramatic situations. The Code of Ethics is designed to foster discussion about the wide variety of ethical concerns, which call for debate, deliberation and judgment.

The standards and processes identified in the Code of Ethics attempt to embody and give life to these principles. In turn, these standards and processes will detail responsible ethical behaviour to which members of the College community will commit themselves.

1.0 SCOPE

The Aurora College Code of Ethics (“the Code of Ethics”) applies to all individuals who represent the College in their dealings, including the Board of Governors, Research Advisory Council, administration, staff, students, contract providers, and volunteers. All members of the College community are expected to share in preserving and enhancing the College’s image and reputation for integrity, credibility, professionalism, and honesty. As responsible members of the College community, all individuals are expected to uphold the Code of Ethics.

2.0 PRINCIPLES

The five principles that govern the Code of Ethics are:

1. The pursuit of excellence, knowledge, and lifelong learning;
2. Collegiality;
3. Accountability;
4. Fair and equitable treatment; and
5. Integrity.

The standards and processes identified in the Code of Ethics attempt to embody and give life to these principles. In turn, these standards and processes will detail responsible ethical behaviour that members of the College community will commit themselves to.

2.1 Pursuit of Excellence, Knowledge, and Lifelong Learning

Aurora College is committed to the pursuit of excellence, knowledge and lifelong learning. This is done in several ways. Through lifelong learning, we expand knowledge about our community and our place in the world. Through instruction, discussion, research, and academic activities, we seek to incorporate traditional, academic and skill-based knowledge.

The commitment to excellence, knowledge, and lifelong learning is fundamental to our task.

2.2 Collegiality

Collegiality – Cooperative interaction among colleagues.

Collegiality is integral to our identity as a College. The College is committed to fostering collegial decision-making through representative collegial bodies, such as the Board of Governors, as well as through staff and student associations and committees. Collegiality also influences our activities as members of the college community. It fosters discussion, questions, constructive criticism, and instructive appreciation. The extent to which we are able to promote responsible, even exemplary, conduct depends largely upon our capacity to foster a sense of collegiality, harmony, and cooperation in spite of differences of opinion that may arise. Collegiality also supports the College's commitment to cross-cultural respect and understanding among staff, students, and other stakeholders.

All members of the College community are accountable for their conduct towards one another.

2.3 Accountability

Accountability is a recognized process of review and evaluation on the part of all members of the College community. This requires that, among other things, budgeting and administrative decision-making be a consultative and transparent process.

The Board of Governors considers territorial interests when making decisions that will affect the entire College. All College staff, contractors, researchers, and students are accountable for complying with GNWT legislation and regulations, professional associations, contracts, and relevant College policies and procedures. In addition, unionized College employees are accountable for complying with the Collective Agreement.

2.4 Fair and Equitable Treatment

The College is committed to the fair and equitable treatment of its members. This includes a commitment to due process and also the right to fair and reasonable restitution.

2.5 Integrity

The College is committed to individual and collective integrity. This means we should exercise good judgment, act without deceit, be committed to and accountable for the primary functions that are associated with our various positions(s) and role(s), and be guided by our informed consciences.

The principle of integrity is a key element of every principle.

3.0 STAFF RIGHTS AND RESPONSIBILITIES

Aurora College is committed to providing a healthy and safe environment that will promote the well-being of students and staff.

Members of the Aurora College staff shall carry out their professional duties, obligations and responsibilities with integrity, and conduct themselves in accordance with the College's Mission Statement and with the principles of adult education. These ethical principles are not intended to replace or provide a substitute for the codes of ethics applicable to specific professions.

Aurora College staff will adhere to the Code of Ethics and staff rights and responsibilities as outlined in this section. It is the responsibility of staff to become familiar with these basic principles of conduct within the College.

3.1 Staff Rights

Staff members have rights as identified under the Collective Agreement, the NWT Human Rights Act, and other relevant legislation, and GNWT policies such as the Harassment Free and Respectful Workplace Policy, the Human Resource Manual, etc.

3.2 Commitment to Students

Staff shall:

- Respect all students/clients and their cultural backgrounds;
- Treat the ideas, needs, weaknesses and failures of students in confidence;
- Apprise students/clients of their rights, obligations, opportunities and risks;
- Encourage the personal and academic growth of each student/client;
- Seek ways to better serve the needs of students/clients;
- Refrain from an intimate relationship with a student/client (provided that the student/client is not a spouse);
- Provide each student with a copy of the course syllabus in accordance with Policy C.26. The syllabus should identify the instructor's position on attendance and lateness, evaluation methods, and penalties;
- Be prompt and regular in meeting their student(s)/client(s);
- Strive for a timely, just and unprejudiced appraisal of student's work;
- Owe students the right of review of their work and grades given;
- Secure permission and give credit for the use of original student contributions in their lectures or publications; and
- Not receive remuneration from students for tutoring, under normal circumstances, unless approved by the College.

3.3 Commitment to Colleagues

Staff shall:

- Conduct themselves professionally;
- Keep the trust under which confidential information is exchanged;
- Promote a positive work environment;
- Give colleagues active cooperation and encouragement in their development and in measures on behalf of the objectives of their department and the College;
- Refrain from unjustified criticism of the character and competence of colleagues;
- Always secure permission and give credit for the use of materials borrowed from colleagues or elsewhere in their own lectures, publications and other public presentations;
- Not intrigue with colleagues to enhance their own position or to injure that of a colleague;
- Be fair and objective when presenting a professional judgment on a colleague to an appropriate college/committee/ authority or to an outside institute; and
- Fulfill the obligation of commitment to their employees, when in hiring and/or supervisory positions.

Senior administrators and program heads shall communicate clearly what is expected of those they manage.

3.4 Commitment to Employer

Staff shall:

- Remain focused on the duties as outlined in job descriptions;
- Refrain from unapproved outside employment, businesses or influences that might impair commitment to the College as their primary employer;
- Be responsible for quality service;
- Uphold the positive image of the College both while on Campus and at Community Learning Centres (CLCs) and when representing the College externally;
- Be consistent and accurate in the application of college policies;
- Practise zero tolerance of harassment;
- Abide by the rules and regulations established for the orderly conduct of the affairs of the College, and be aware of and involved in policy changes;
- Follow all terms of the duly negotiated Collective Agreement;
- Represent with accuracy professional qualifications, education, experience or affiliations;
- Follow all contracts, as agreed, until such contracts are legally terminated;
- Assist, to a reasonable extent, in the administrative work of the College, when called upon to do so;
- Not accept an appointment to an administrative position representing the College, outside of the College, unless he or she consults with his or her Supervisor and has written permission from the President of the College;

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- Not intrigue with colleagues to enhance their own position or to injure that of a colleague;
 - Maintain their rights as citizens to speak outside the College on matters of public interest, insofar as this does not interfere with proper attention to duties, but make clear always that the College is in no way responsible for such utterances, except when staff are acting as appointed agents;
 - Maintain strict confidence with regard to all department and College matters not intended for dissemination;
 - Where opportunities arise in the course of duty, promote the public relations of the College if and when approved by the Office of Communications;
 - Comply with copyright and other protective legislation; and
 - Be aware of, and comply with, the Internet use guidelines, and behave in a legal and ethical manner when accessing information and communicating through the Internet.

3.5 Commitment to Community

Staff shall:

- Exercise their right to take part in community affairs;
- Be good citizens;
- Use college facilities for purposes consistent with college policy;
- Protect the educational system from exploitation;
- Be aware of the negative impact of stereotyping and discrimination; and
- Be sensitive to diversity within the community.

4.0 STUDENT RESPONSIBILITIES AND ENTITLEMENTS

A healthy, productive, and safe living and learning environment is essential to student success. Students, through their actions, affect the College living and learning environment. Students are expected to meet acceptable standards of conduct and to behave with integrity and in a way that fosters a positive living and learning environment for themselves and their fellow students.

Student conduct is governed by Aurora College Bylaw #1: Student Conduct. Section 4 of the bylaw outlines student responsibilities and entitlements.

5.0 INTEGRITY IN COLLEGE GOVERNANCE AND ATTENDING TO ETHICS

Members of the Board of Governors and the Senior Leadership Team (Vice Presidents and Director of Finance/CFO) have a responsibility to support the mission and values of the College and reinforce them whenever opportunities arise. Together, they shall establish and maintain a climate of trust and mutual respect, through the manner in which they conduct themselves within

the College community. It is the responsibility of the Board, the President, and the Senior Leadership Team to ensure that the mechanisms of accountability are in place.

The Senior Leadership Team assumes broad administrative responsibilities. They are expected to establish and maintain open and transparent systems of operation, accessible to all those whom they direct and manage. They should keep the College community fully informed about the nature of the issues that affect the College and invite members of the College to participate in the solution of such issues. It is expected that the reasons for final decisions on college-wide issues will be made public and communicated in a written report to the College community.

All managers are expected to communicate clearly what they expect from the staff they direct or manage. In particular, they are expected to be familiar with and communicate this Code of Ethics and relevant material from professional ethical codes, existing policies and procedures, and collective agreements. They are required to communicate relevant performance expectations. All supervisors are responsible for providing timely, objective feedback on the work of those they supervise. They may provide this feedback formally or informally as allowed or specified by the collective agreement.

College members are expected to act responsibly and fairly. In handling issues, they are expected to honour the principles of collegiality, accountability, fair and equitable treatment, and integrity.

When conflicts, dilemmas and ethical issues arise, it is the responsibility of all members of the College to attempt to address and resolve them as they take place. They should identify the issue as clearly as possible, assess its seriousness, initiate informal investigations, discount hearsay evidence, and explore possible alternative responses. Relevant College codes and policies as well as collective agreements, professional codes, government legislation, regulations, codes, directives, etc. should be consulted. At all times, we call upon the principle of confidentiality to protect the identity of persons from public exposure and scrutiny.

6.0 PROCEDURES FOR DEALING WITH VIOLATIONS OF THE CODE OF ETHICS

Procedures for dealing with violations of the Code of Ethics are found in the Aurora College Policy and Procedures Manual, the GNWT Human Resource Manual, and the Harassment and Respectful Workplace Policy.

RELATED POLICIES

C.26 Syllabus

RELATED AURORA COLLEGE BYLAWS

Bylaw #1 – Student Conduct

Bylaw #3 – Student Loss of Privileges, Penalties, Sanctions, and Appeals

FACT SHEET**DATES:**

2003-12	New policy issued. Policy and Program Committee Motion PP#70-2003. Board of Governors Motion BG#186-2003. Implemented December 2003.
2007-11	Policy revised. Policy and Program Committee Motion PP#02-2007. Board of Governors Motion BG#82-2007. Implemented November 29, 2007.
2010-03-24	Policy revised. Board of Governors Motion BG#15-2010. Implemented April 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion BG#14-2011.
2018-11-29	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-46-2018. Implemented November 29, 2018.