	John McGivney Children's Centre School Authority Staff and Volunteers	PR 3015
	Employee Off Duty Conduct Procedure	


Introduction

The John McGivney Children's Centre School Authority (JMCCSA) respects the legal rights of its employees when not on duty at school. It is recognized, however, that the manner in which employees conduct themselves off duty can have significant impact on the JMCCSA's reputation, workplace environment, employees, students and/or their families.

1. General Principles

- 1.1. JMCCSA will consider off duty conduct as work-related matter subject to potential discipline if it:
 - Renders the employee or other employees unable to perform their job in whole or in part or any part of their job effectively, safely or securely;
 - Has a negative impact and/or inappropriate impact on their employees, students and/or their families;
 - Negatively impacts the JMCCSA's ability to manage its operations, fulfil its mandate, direct its workforce efficiently and/or serve the interests of the students;
 - Is in violation of any professional regulatory standards or directives that are relevant to employment at JMCCSA; or
 - Adversely impacts the JMCCSA reputation
- 1.2. Off-duty conduct includes, but is not limited to conduct engaged in by employees through the use of communication devices, electronic means and/or social media (i.e. Facebook, Instagram, Snapchat, etc.)
- 1.3. Potential violations of this procedure will be investigated on a case-by-case basis and may be subject to discipline up to and including termination. Such discipline is subject to the applicable collective agreement requirements and/or governing law.

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2. Employee Responsibilities

- 2.1. Employees must report to the principal as soon as possible if they are arrested or charged with an offence under the *Criminal Code of Canada*, or any other federal or provincial statute or are subject to any complaint under a federal or provincial statute, where such may have relevance to the employee's employment or students' well-being, security or education.
- 2.2. Employees are required to comply with this Employee Off Duty Conduct Procedure.

Forms: N/A

Applicable Documents:

Document/Form Nbr.	Title
Mission & Vision	JMCCSA Mission and Vision Statement
	Ontario Human Rights Code
P 3003	Employee Code of Conduct Policy
PR 3003	Employee Code of Conduct Procedure
P 3006	Workplace Harassment and Sexual Harassment Prevention Management Program
P 3016	Employee Human Rights Policy

EFFECTIVE DATE: April 18, 2024

LAST REVISION DATE:

NEXT REVIEW YEAR: 2028-2029

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