



Employee Code of Conduct

The Yukon Learn Society (YLS) recognizes that the capabilities and conduct of all personnel greatly affect the quality of education provided to our Learners. The YLS further believes that all employees should be intrinsically motivated by the importance of the job that they do. The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for YLS personnel.

- I will endeavour to recognize and respect the worth, inherent dignity, uniqueness, and potential of all Learners, and treat them with respect, fairness, and dignity
- I will always strive to learn about and respect the beliefs, values, and views of all Learners without bias to beliefs, values, or morals different from my own, while making the Learners aware of alternative viewpoints in order to exercise and enhance their critical thinking
- I will attempt to differentiate between the person and their behaviour
- I will constantly endeavour to expand professional knowledge and skills relative to my expertise (e.g., the target language and culture, adult development and learning)
- I pledge to maintain a professional relationship with the Learners; I will not be involved in any course of conduct that may encourage the development of personal or private relationships
- Recognizing that I am in a "Position of Trust" and the intense level of affective involvement inherent in my work, I will ensure that the difference between professional and personal involvement with Learners' is explicitly understood and respected and that my behaviour is appropriate
- I will respect the Learners as individuals and attempt to ensure, through appropriate measures, with care and concern, that the individuals' rights and responsibilities are safe guarded
- I will protect the privacy of Learners and hold in confidence all professionally acquired information concerning them. I will disclose such information only when obligated legally or professionally to do so
- I will treat all colleagues and other professionals with dignity and respect
- I will respect the contributions of colleagues and other professionals towards the YLS, the community and to learning
- I will constantly seek and develop professional teamwork with all members, working cooperatively and collaboratively, as well as sharing our specialized knowledge, skills, resources, and experiences, in the interest of promoting learning
- I will always strive to remain conscious and respectful of the educational standards, policies, regulations, missions, and goals of the YLS
- I pledge to work within the YLS standards and policies, and to be aware of and take responsibility for the consequences of my actions regarding my involvements and all individuals who may be influenced by my actions
- I will constantly strive to work with community organizations and agencies cooperatively and collaboratively in an effort to create the optimal learning environment that will facilitate learning, making related resources and services available and accessible to the Learners
- I will refrain myself from any illegal or unethical activities that may violate personal, institutional, or professional moral principles and regulations
- I will not allow outside interests to jeopardize my professional judgment, independence or competence

Employee's Name

Employee's Signature

Date