University of Victoria Policies, Code of Conduct Guidelines

As a condition of employment all University employees are covered by these policies, agreements or contracts and are bound by, and must comply with them. It is also the duty of all employees to be familiar with all administrative policies and stay current with policy updates. An entire listing of University policies and conditions can be viewed at the Policy and Procedures section of the University website.

Integrity, Impartiality & Accountability	Intellectual and ethical integrity is a core value of the University of Victoria. It is a fundamental principle that all University employees are accountable for their actions, and ensure they demonstrate integrity in their behaviour and general conduct of business, and that they act in an honest and ethical manner at all times.			
CODE OF CONDUCT ELEMENTS	**POLICY NAME OR COLLECTIVE AGREEMENT**	**POLICY No.**	**LINKS**	**NOTES**
Conflicts of interest **And** **Conflict of interest principles**	Conflict of interest and confidentiality	GV0210 (1310)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0210_1310_.pdf	Provides definition of conflict of interest and what is not a conflict. Has statement on the obligation to disclose (sect. 11) Confidential information and reporting confidentiality (sect. 21 & 22).
	Guidelines on conflict of interest in student-faculty relationships	AC1200	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1200_1320_.pdf	Deals specifically with students and teachers. Provides guidance on reporting and compliance.
	Research Policy	RH8100	http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8100_1200_.pdf	Deals with the governance and principles under which research is conducted at UVic.
	Policy on Auditor Independence: Retention of External Auditors for Audit, Tax and Other Non-Audit Services	GV0230	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0230_1195_.pdf	Deals specifically with the independence of auditors or audit firms.
	Art Collections	BP3310	http://www.uvic.ca/universitysecretary/assets/docs/policies/BP3310.pdf	Deals with confidential aspects of art collections such as donor information.
	Booking of University Space policy (BP3440)	BP3435	https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3440.pdf	Deals with potential conflict of interest in cases where university staff are associated with an external user wishing to use campus facilities.

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Conflicts of interest disclosure	Purchasing Services Policy	FM5105	http://www.uvic.ca/universitysecretary/assets/docs/policies/FM5105_1750_.pdf	Sect 9.00 refers to avoidance of any apparent or perceived conflict of interest in the procurement process.
	Booking of University's Space policy	BP3440	https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3440.pdf	See Procedures for External Users Booking Academic Department Facilities
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles, 48 and 49 and Appendix C deal with Conflict of Interest and reasonable apprehension of bias.
	Management Excluded and Executive		Management Excluded, Terms & conditions of employment	Terms & Conditions of employment contracts M/E Handbook
	Conflict of interest and confidentiality	GV0210 (1310)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0210_1310_.pdf	Sect. 11 – primary disclosure statement
Future employment restrictions	Conflict of interest and confidentiality	GV0210 (1310)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0210_1310_.pdf	Has statement on the obligation to disclose (sect. 11) Post-employment clause will be added to executive contracts
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles, 48, 49 and Appendix C
	Future Employment Restrictions; Senior Management employees	GV0240	https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0240.pdf	Deals with conflict of interest in situations where senior management employees are offered or have accepted employment with outside entities.
Acceptance of gifts & travel points	Travel and Business Expenses	HR6500	https://www.uvic.ca/universitysecretary/assets/docs/policies/fm5610-pol-20190101.pdf	Sect. 26 The value of Frequent Flyer Points will not be reimbursed when used to pay for air travel.

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	Fundraising and Gift Acceptance	ER4105	http://www.uvic.ca/universitysecretary/assets/docs/policies/ER4105.pdf	Sets out the provisions that govern fundraising and gift acceptance activities.
	Conflict of interest and confidentiality	GV0210 (1310)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0210_1310_.pdf	Sect. 9 Impartiality is not used in this policy in the same way it is used in the "standards of conduct" (ie. involvement in political activity and making public comments)
Impartiality	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles, 48, 49 and Appendix C
	Professional Employees Association 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/pea_ca_2019-to-2022-feb-16.pdf	Article 6.07 deals with freedom of expression, ethics and obligations
Personal conduct	Policy on Scholarly Integrity (Researchers not subject to the Collective Agreement)	AC1105 (A)	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1105_1160_A.pdf	Policies listed in this section deal with the expectations on employee conduct. In some instances, they are broad in interpretation of what would be in a 'code of conduct.'
	Fair Dealings Guidelines (parent policy Copyright Compliance and Administration Policy)	IM7310	https://www.uvic.ca/universitysecretary/assets/docs/policies/IM7310.pdf	
	Policy on Scholarly Integrity (Pursuant to the Framework Agreement)	AC1105 (B)	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1105_1160_B.pdf	
	Resolution of Non-Academic Misconduct allegations	AC1300	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1300.pdf	
	Guidelines for participation in international activities	AD2200	http://www.uvic.ca/universitysecretary/assets/docs/policies/AD2200_1165_.pdf	

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CODE OF CONDUCT ELEMENTS	**POLICY NAME OR COLLECTIVE AGREEMENT**	**POLICY No.**	**LINKS**	**NOTES**
Personal conduct continued	Response to At-Risk Behaviour Policy	SS125	https://www.uvic.ca/universitysecretary/assets/docs/policies/SS9125.pdf	
	Discrimination and harassment policy	GV0205	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf	
	Sexualized Violence Prevention and Response Policy	GV0245	https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf	
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles, 48, 49 and Appendix C
	Professional Employees Association 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/pea_ca_2019-to-2022-feb-16.pdf	Article 4.02
	CUPE 917 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/917-ca-2019-to-2022_feb16-final.pdf	Article 4.06
	CUPE 951 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/951_ca_2019-2022_feb_16.pdf	Article 4.03
	CUPE 4163 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/local_4163_comp_3_2019_2022.pdf	Article 6.02
	Management Excluded and Executive		Management Excluded, Terms & conditions of employment	Terms & Conditions of employment contracts M/E Handbook articles 2.0, 13.1
	Employment Equity	HR6100	http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6100_1100_.pdf	
	Liquor Policy	AD2400	http://www.uvic.ca/universitysecretary/assets/docs/policies/AD2400_6445_.pdf	
	University Smoking Policy	AD2405	https://www.uvic.ca/students/health-wellness/cannabis-use/index.php#ipn-uvic-smoking-vaping-policy	

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Personal conduct continued	Acceptable Use of Electronic Information Resources	IM7200	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7200_6030_.pdf	
	Policy on Prevention of Violence in the Workplace	SS9120	http://www.uvic.ca/universitysecretary/assets/docs/policies/SS9120_6105_.pdf	
	Liability Insurance	FM5300	http://www.uvic.ca/universitysecretary/assets/docs/policies/FM5300_5770_.pdf	Defines actions by faculty and staff that would exempt them from being indemnified (ie: inflicted intentional or willful injury or damage, acts of fraud, criminal activity, harassment, discrimination, etc.).
Use of corporate property, including intellectual property	Policy on Intellectual Property	GV0215	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0215_1180_.pdf	Primary policy on intellectual property
	Policy on Scholarly Integrity	AC1105 (A)	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1105_1160_A.pdf	Defines scholarly misconduct and references conflict of interest and intellectual property policy (sect. 20)
	Policy on Scholarly Integrity (Pursuant to the Framework Agreement)	AC1105 (B)	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1105_1160_B.pdf	Defines scholarly misconduct and references conflict of interest and intellectual property policy (sect. 4.1)
	Art Collections	BP3310	http://www.uvic.ca/universitysecretary/assets/docs/policies/BP3310.pdf	The following polices (primarily under the VPFO) guide the use of UVic property
	Motor Vehicle Pool Policy	AD2315	http://www.uvic.ca/universitysecretary/assets/docs/policies/AD2315_6810_.pdf	
	Audio-Visual and Maintenance Services	AD2510	http://www.uvic.ca/universitysecretary/assets/docs/policies/AD2510_6010_.pdf	
	Institutional Acquisition and Standardization of Information Technology Devices	AD2515	http://www.uvic.ca/universitysecretary/assets/docs/policies/AD2515_6040_.pdf	

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CODE OF CONDUCT ELEMENTS	**POLICY NAME OR COLLECTIVE AGREEMENT**	**POLICY No.**	**LINKS**	**NOTES**
Use of corporate property, including intellectual property	Buildings and Grounds Usage	BP3105	http://www.uvic.ca/universitysecretary/assets/docs/policies/BP3105_6410_.pdf	
	CUPE 4163 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/local_4163_comp_3_2019_2022.pdf	Article 9
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles 15, 19, 46.24, 49.2, 49.16, and Appendix B
	Traffic and Parking Regulations	BP3205	http://www.uvic.ca/universitysecretary/assets/docs/policies/BP3205_6800_.pdf	
	Hospitality Expenditure Policy	FM5600	http://www.uvic.ca/universitysecretary/assets/docs/policies/FM5600.pdf	
	Sustainability Policy	GV0800	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0800_1794_.pdf	
	Travel and Business Expenses	HR6500	https://www.uvic.ca/universitysecretary/assets/docs/policies/fm5610-pol-20190101.pdf	
	Acceptable Use of Electronic Information Resources	IM7200	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7200_6030_.pdf	Sect. 11.02 users are expected to comply with conflict of interest and intellectual property policy (sect. 4.1)
	Booking of University Space policy	BP3440	https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3440.pdf	

Protection of privacy	As a public body, the University of Victoria is subject to the Freedom of Information and Protection of Privacy Act (FIPPA) (the "Act"). In particular, the Chief Privacy Officer provides advice and training on privacy and access principles and the Access Officer assists the University Secretary to process requests for information.			
CODE OF CONDUCT ELEMENTS	**POLICY NAME OR COLLECTIVE AGREEMENT**	**POLICY No.**	**LINKS**	**NOTES**
Protection of privacy	Protection of privacy and associated procedures	GV0235	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0235.pdf	Many policies refer back to these two polices or to the FIPPA—too many to list. Generally these include search committees.
	Information security policy and associated procedures	IM7800	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7800.pdf	
	Research Involving Humans	RH8105	http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8105_1250_.pdf	
	CUPE 951 2019-2022 Collective Agreement		https://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/951_ca_2019-2022_feb_16.pdf	Article 4.06
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles 6.7, 8.6, 11.7 and 39.51
Protection of general corporate information	Records Management Policy and associated procedures	IM7700	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7700.pdf	Access to records in compliance with FIPPA Sect. 11 refers to protection of privacy policy and Information Security Policy (IM7800)
	Information Security Policy	IM7800	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7800.pdf	
	Key and Access Card Control	BP3125	http://www.uvic.ca/universitysecretary/assets/docs/policies/BP3125_6735_.pdf	
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles 13.6, 13.8, and 41.6

Commitment and compliance	Trust is the cornerstone of how we operate and conduct business with individuals, companies and governments. We build and maintain that trust by our shared commitment to ethical behavior, accountability, honesty, integrity, equal rights and dignity for all persons. The University of Victoria is committed to: providing a high-quality learning and researchenvironment. integrating teaching, learning, research and civic engagement across the disciplines. employing our core strengths to benefit our external communities — locally, regionally, nationally and internationally — and promoting civic engagement and global citizenship. promoting the development of a just and sustainable society through our programs of education and research and the stewardship of our own financial and physical resources. collegial forms of governance that provide appropriate opportunities for all members of the university community to participate. environments for work and study that are safe, supportive, inclusive and healthy and that foster mutual respect and civility, recognizing that people are our primary strength. public and internal accountability.

CODE OF CONDUCT ELEMENTS	POLICY NAME OR COLLECTIVE AGREEMENT	POLICY No.	LINKS	NOTES
Commitment and compliance	Procedure for the submission of and response to an allegation of non-academic misconduct And Procedures for appealing a decision made under a non-academic misconduct proceeding	Appendix to AC1300	http://www.uvic.ca/universitysecretary/assets/docs/policies/AC1300.pdf	'Commitment and compliance' is covered in nearly all policies Listed here are policies that are either more specifically related to compliance or where compliance is a major feature
	Employment Accommodation	HR6115	http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6115_1110_.pdf	Indicates the University's commitment to its legal duty to provide accommodation for employees and job applicants with regard to matters governed by the BC Human Rights Code.
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Article 59
	Policy on Human rights, equity and fairness	GV0200	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0200_1105_.pdf	
	Research or Teaching Involving Animals	RH8110	http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8110_1260_.pdf	
	External Research Funding Agreements	RH8200	http://www.uvic.ca/universitysecretary/assets/docs/policies/RH8200_1210_.pdf	
	Environmental Health and Safety Policy	SS9200	http://www.uvic.ca/universitysecretary/assets/docs/policies/SS9200_3250_.pdf	

Reporting violations	Every University member is expected to report violations or concerns about violations of University policy that come to his/her attention without fear of retaliation. Managers have a special duty to adhere to the policies that direct this guideline, to recognize violations and to enforce the policies.			
CODE OF CONDUCT ELEMENTS	**POLICY NAME OR COLLECTIVE AGREEMENT**	**POLICY No.**	**LINKS**	**NOTES**
Reporting violations	Discrimination and harassment policy – complaint procedures	GV0205	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf	Reporting of violations is also an element of nearly all policies. Listed here are guidelines and procedures not otherwise listed in the document.
	Conflict of interest and confidentiality	GV0210 (1310)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0210_1310_.pdf	
	Procedures for responding to a privacy incident or privacy breach	(GV0235)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0235.pdf	
	Procedures for responding to an Information Security Incident	(IM7800)	http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7800.pdf	
	Faculty and Librarians 2019 - 2022 Collective Agreement		https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf	Articles 21.3.5, 32.4.7, 69.11 and 69.4.
	Internal audit policy (and safe disclosure form http://web.uvic.ca/inta/about/feedback.html)	GV0220 (1190)	http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0220_1190_.pdf	