

EMPLOYEE CODE OF CONDUCT POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: EMPLOYEE CODE OF CONDUCT POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator and designated administrators

Applies To: All Story Institute employees, contractors, and persons performing work or services for Story Institute

1. PURPOSE AND COMMITMENT

Story Institute is committed to a respectful, fair, safe, professional and student-centred working and learning environment. Employees, contractors and other persons performing work for Story Institute are expected to exercise sound judgment, maintain professional boundaries, protect confidential information, and comply with institutional policies and applicable law.

2. PROFESSIONAL CONDUCT

- Treat students, colleagues, instructors, contractors, visitors and community members with dignity and respect.
- Do not engage in discrimination, harassment, bullying, retaliation, threats, violence, stalking, intimidation, or other abusive conduct.
- Maintain appropriate professional boundaries with students and do not exploit a position of trust or authority.
- Follow reasonable directions, safety requirements, attendance expectations, and lawful workplace procedures.
- Disclose conflicts of interest that may affect professional judgment or student welfare.
- Protect confidential and personal information and use institutional records and systems only for legitimate purposes.
- Use institutional property, technology, funds and resources responsibly and only for authorized purposes.
- Do not falsify records, expenses, attendance, grades, student information, financial information, or other institutional records.

3. EQUAL OPPORTUNITY AND ACCOMMODATION

Story Institute will take reasonable steps to prevent discrimination and harassment and to support an inclusive environment. Accommodation requests will be considered in accordance with applicable human rights obligations, subject to undue hardship and legitimate safety requirements.

4. DRESS AND PROFESSIONAL PRESENTATION

Business casual or smart casual attire is generally expected when working or representing Story Institute, subject to role requirements, reasonable accommodation, cultural or religious expression, disability, and other applicable considerations.

5. DIGITAL SYSTEMS, CYBERSECURITY AND DEVICES

- Do not use institutional systems to access, transmit, store, or distribute unlawful, threatening, discriminatory, harassing, malicious, or unauthorized material.
- Do not disclose confidential information to unauthorized recipients.

- Do not attempt unauthorized access, hacking, fraud, credential sharing, or circumvention of security controls.
- Do not download or distribute pirated software or copyrighted material without authorization.
- Use personal devices in a manner that does not interfere with work or compromise confidentiality, safety, or institutional operations.
- Do not make unauthorized recordings of students, employees, meetings, classes, or confidential information. The No Unauthorized Recording, Filming, Photography and Distribution Policy applies where applicable.

6. SOCIAL MEDIA AND PUBLIC COMMUNICATION

Employees must not represent personal views as official Story Institute positions unless authorized. Confidential or personal information about students, employees or the institution must not be posted or disclosed without authorization.

7. CANNABIS, ALCOHOL AND SUBSTANCES

Employees and contractors must not attend work or perform duties while impaired in a manner that creates a safety, learning, or professional-conduct concern. Substance use is governed by the Cannabis & Substance Use Policy and applicable accommodation obligations.

8. REPORTING CONCERNS

Employees should report serious safety concerns, harassment, discrimination, misconduct, privacy concerns, fraud, or other significant policy breaches to their supervisor or the appropriate administrator. Reports may be made to another designated decision-maker where the usual supervisor is involved in the concern.

9. INVESTIGATION AND PROCEDURAL FAIRNESS

1. Receipt and Initial Review

The concern will be documented and reviewed to identify the issue, applicable policy, immediate risk, and whether interim measures are necessary.

2. Notice

Where appropriate, the employee or contractor whose conduct is being reviewed will be informed of the concern and given sufficient information to understand the issue.

3. Information Gathering

Relevant documents, communications, records, witness information, and other reasonably relevant evidence may be reviewed.

4. Opportunity to Respond

The person whose conduct is being investigated will be given a reasonable opportunity to respond before a final determination, subject to urgent safety, privacy, or legal considerations.

5. Determination

Story Institute will assess the available information fairly and without predetermined conclusions.

6. Outcome

Where a breach is substantiated, the institution will determine an appropriate and proportionate corrective or disciplinary response.

10. INTERIM MEASURES

Where reasonably necessary to protect safety, students, staff, witnesses, evidence, or the integrity of an investigation, Story Institute may implement temporary measures such as changes to duties, access restrictions, removal from a work area, or other reasonable steps. An interim measure is not a finding of misconduct.

11. CONSEQUENCES

Depending on the circumstances and applicable employment or contractual terms, consequences may include coaching, written warning, training, corrective conditions, restriction of duties, suspension where permitted, termination of employment or contract, or referral to an appropriate external authority.

Proportionality may take into account seriousness, intent, impact, safety risk, prior history, cooperation, mitigating or aggravating circumstances, and relevant accommodation obligations.

12. CONFIDENTIALITY AND RECORDS

Investigation and personnel records will be handled on a need-to-know basis and in accordance with applicable privacy and record-retention requirements.

13. NO RETALIATION

Retaliation against a person who makes a good-faith report or participates in an investigation is prohibited.

14. RELATIONSHIP TO OTHER POLICIES

This policy operates together with Story Institute's Respectful and Fair Treatment to Students Policy, Health and Safety Policy, Cannabis & Substance Use Policy, Privacy and Release of Information Policy, No Unauthorized Recording Policy, Student Dismissal and Code of Conduct Policy, and other applicable institutional policies.