

SAIT

Ethics FIRST
Code of Ethics



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CODE OF ETHICS

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the Board of Governors
and our President and CEO

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A message
from
the Board
of Governors
and
our President
and CEO



Mike Begin
Chair, Board of Governors

alumni, our business and industry partners, and the public—we try to build and reinforce our good reputation by living our cultural values and principles.

In fact our commitment to ethical behaviour and adherence to our Code of Ethics is fundamental to everything we do at SAIT.

There is no profit margin, no donation, no contract, no test result and not one performance measure that could prompt us to deviate from our firm commitment to SAIT's ethical foundations.

When SAIT was founded in 1916, deals were done on a handshake. A person's word was a formal bond.

While times may have changed, SAIT's commitment to its core values and ethics has not.

The SAIT Code of Ethics was developed in consultation with stakeholders across the organization and based on best practice within business and industry. It provides us with an ethical framework for the work we do at SAIT. It allows us to act with confidence, knowing that our behaviour and approach to business is continually enhancing the Institution's reputation for integrity, for doing what we say we will do, for treating others the way we would like to be treated ourselves, and for being accountable for our actions. It also serves as a simple guide for how SAIT expects every aspect of its business to be conducted.

Put simply, our Code of Ethics is a touchstone for anyone interacting with SAIT. It says: *"Here is who we are. Here is what SAIT stands for."*

Please take the time to read and think about the SAIT Code of Ethics, and incorporate these guidelines into all your SAIT business activities.



As Canada's premier polytechnic, SAIT has a reputation for excellence in providing training and education that is known around the world.

That reputation is one that we have worked hard to build for more than 90 years. It is based not only on the expertise, dedication and talent that we bring to the classroom, lab and shop, but also on our commitment to SAIT's core values and ethics.

Every day, in every interaction—with our students, our colleagues, our donors and supporters, our



Irene Lewis
SAIT President and CEO

SAIT Polytechnic

SAIT Polytechnic* is a board-governed institute operating as a technical institute in accordance with the Post-secondary Learning Act (Alberta). Established in the community of Calgary, Southern Alberta in 1916, SAIT is Canada's first publicly funded technical institute. As a leading polytechnic in Canada, SAIT is world-renowned for its training expertise and is a leading provider of skilled workers to the energy sector and other industries.

SAIT's organizational philosophy is defined by our vision, mission, core competency, cultural values, and principles. These critical elements describe who we are, what we want to achieve, and what will guide our decision making and management in all interactions.

Our Vision

To be recognized as Canada's premier polytechnic, one of the world's finest, setting the standard in education, training and innovation.

Our Mission

SAIT shall be an innovative organization equipping people to compete successfully in the changing world of work by providing relevant, skill-oriented education.

Our Core Competency

Transforming lives by integrating learning with technology.

Our Cultural Values

We value People, Learning, an Entrepreneurial Spirit, Technology and Innovation.

Our Principles

Fairness, Integrity, Respect, Safety, Transparency.

*Board Governors of the Southern Alberta Institute of Technology ("SAIT or SAIT Polytechnic")

Our Cultural Values

People

- We value our learners and are wholly focused on their success.
- We value the people who work with us and for us. Their knowledge, expertise, dedication, and commitment are fundamental to delivering on our promises and commitments.
- We value our friends and partners in industry and government. Their guidance and support ensure we can be the best we dream to be.
- We value our alumni, who help us understand the benefits of lifelong and mutually supportive relationships.

Learning

- We value academic excellence, quality improvement and the application of innovative learning approaches.
- Our learners benefit from the delivery of consistently high standards in collaborative integrated learning.
- Our people benefit from on-going organizational and personal learning opportunities.
- We embrace opportunities that support lifelong learning for learners and employees.
- We strive to continuously improve learning models and delivery systems for the benefit of our learners.

Entrepreneurial Spirit

- We encourage agility, collaboration and perseverance in our delivery of quality education and training.
- We have a 'can-do' attitude with a focus on the future.
- We adhere to quality business practices that align with our industry partners.

Technology and Innovation

- We value innovative approaches in all that we do.
- We value technology as an enabling tool to create and deliver innovative courses and programs.
- We use technology to enable our people to work more effectively and deliver high quality results.
- We collaborate with learners and business partners to enhance technology adoption and commercialization.

Our Principles

Fairness, Integrity, Respect, Safety, Transparency (FIRST)

SAIT Polytechnic is committed to being FIRST in all it does. We, at SAIT, will follow this set of principles and standards so we know what we can expect of ourselves and of each other. As well, all of SAIT's stakeholders, who include fellow employees, students, Board of Governors, visitors, partners, affiliates, government, our local, national, and global community, will know to expect leading ethical standards in all interaction with SAIT.

These principles apply to members of SAIT's Board of Governors, senior management, employees, contractors, consultants, agents, and volunteers collectively referred to herein as "Employees and Others". Commitment to our principles will produce a positive work place that will reflect our values and take us into the future with continued success.

Where to get help

Our principles and values should guide your judgement and behaviour. However, a situation may arise where the best decision is not obvious. If you find yourself in an unclear situation, you should ask yourself:

- Is this legal?
- Is this fair and ethical?
- Does this follow SAIT's vision, mission, core competency, cultural values and principles?
- Would I feel comfortable if others knew I did this?

If you are still in doubt, and need to seek guidance, or would like to report an unethical issue:

- Speak to your immediate supervisor
- Contact the Director of Human Resources
- Contact the Harassment/Discrimination Hotline at 210-4406

SAIT has also created an Ethics Hotline as a way for individuals to report ethical issues anonymously and/or confidentially. The SAIT Ethics Hotline is operated by ConfidenceLine, an external service provider. Reports can be made via telephone or internet.

- Call the SAIT Ethics Hotline at 1-800-661-9675 or
- Go to www.sait-eweb.com

Relevant Policies and Procedures

HR.4.9.1 Ethical Disclosure Procedures

Q: When I make an anonymous complaint, how will I know if it was dealt with?

A: All calls are given a reference number so callers are able to get an update on the status of their call without having to reveal their names.

Fairness

We treat all people fairly and equitably, provide equal employment opportunities and engage in fair competition.

Fair and Equitable Treatment

We treat all people fairly by conducting ourselves with honesty and impartiality, free from self interest, prejudice, bias or favouritism. We encourage an inclusive culture and a learning environment that reflects global diversity. As such, SAIT is committed to providing a workplace free of harassment, violence and discrimination. All people shall be treated equally in accordance with the Alberta Human Rights, Citizenship and Multiculturalism Act (Alberta) and other applicable human rights legislation. Offences including violence, harassment and discrimination, will be addressed with the appropriate corrective action.

Equal Employment Opportunities

As an equal opportunity employer, we are committed to impartial and unbiased hiring practices. The best qualified person will be hired, without discrimination. Where possible, we will accommodate differences when special measures are required. Opportunities for advancement provide employees the chance to develop and progress within our organization. Every effort to avoid favouritism will be taken.

Fair Competition

We conduct and pursue business opportunities in a fair and equitable manner, adhering to proper business practices and legal requirements at all times and reporting improper practice when detected. All transactions are made honestly and objectively including but not limited to: requests for proposals, auditing, performance reviews, and business and employment competitions. Business is awarded solely on merit, so that we can be assured the quality and cost of products and services is passed on to our customers.

Relevant Policies and Procedures

- FN.7.1.1 Price Solicitation Procedures
- FN.8.1.1 Professional Services Procedures
- FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements Procedures
- HR.4.5 Discrimination – Education Policy
- HR.4.6 Discrimination – Employee and Student Recourse Policy
- HR.4.8.1 Nepotism Procedures
- HR.5.1 Recruitment and Selection Policy
- HR.5.1.3 Recruitment and Selection – Employment Equity Procedures
- HS.1.2 Prevention of Violence and Harassment Policy

Q: One of my co-workers always gets funding to go to seminars and I have never had an opportunity to go. I feel this is unfair, what can I do?

A: SAIT is committed to fair and impartial treatment. You should make it known to your immediate supervisor, Human Resources, or call the SAIT Ethics Hotline so the situation may be handled appropriately.

Q: We are looking for a contractor to provide cleaning services. May I hire my relative for the contract to save time instead of collecting estimates from different companies?

A: No, in order to ensure the best cost to SAIT, you should collect proposals from different companies. Furthermore, if your relative wishes to submit a proposal you should disclose to your supervisor that you might be facing a conflict of interest and remove yourself from the selection process.

Integrity

We carry out SAIT business with honesty, integrity and due diligence. We honour commitments, are accountable for our actions, and follow through on promises and agreements.

Honesty and Integrity

Our honesty and integrity are demonstrated when we abide by standards of good faith and trustworthiness, and adhere to the highest ethical standards. A high standard of professional and personal integrity must be present in all interactions.

We strive to avoid any instances where judgement or impartiality may be compromised, such as accepting gifts, personal loans, entertainment, hospitality or other considerations outside the scope of accepted business courtesies.

Due Diligence

We exercise a high degree of attention and care to required or expected documentation. We define due diligence as our responsibility to investigate and identify business and legal issues, and consider all risks prior to embarking on a course of action or conduct. We define due care as our responsibility to respond appropriately to findings arising from our practice of due diligence.

Commitment

We keep all individual and collective agreement obligations. In other words, we do what we say we will do and carry out all of our commitments and promises.

Accountability

We are accountable and able to answer for our conduct, obligations and choices. Each individual has a personal obligation to guide and judge his or her personal behaviour in accordance with SAIT's values and principles. SAIT holds its Employees and Others personally accountable for their behaviour, celebrating their successes and working with them to address and correct actions that are not consistent with our ethical standards.

Relevant Policies and Procedures

AC.4.2	Research Integrity Policy
ER 3.1	Gift Acceptance Policy
HR.2.3	Management Obligations Policy
HR.2.3.1	Board/Employee Relations – AUPE and SAFA Procedures
HR.3.2	Public Service Leave Policy
HR.3.2.1	Public Service Leave Procedures
HR 4.1.1	Outside Employment Procedures
HR.4.2.1	Procedures for Ethical Conduct
HR.4.4.1	Corrective Action Procedures

Q: A supplier who is bidding on a contract is offering me tickets to the Grey Cup. What should I do?

A: Accepting the Grey Cup tickets could potentially impact your impartiality in the selection process. It is essential that you remain unbiased and therefore you must decline the offer.

Q: I am thinking of seeking political office. What obligations or restrictions should I be aware of as a SAIT employee?

A: SAIT recognizes your right to seek political office and to serve on civic or government boards. However, SAIT is politically neutral and does not align itself with any political party. You must ensure that your personal political views are not misrepresented as SAIT's views. Additionally, you must not identify yourself as a SAIT employee in campaign literature.

Respect

We respect the dignity and human rights of people. We provide a safe environment where people can speak freely. We enhance human development in the workplace, the marketplace and the community.

Dignity and Human Rights

We value the pride and esteem of all people and recognize the freedom, right to justice and equality of all individuals. As members of the SAIT educational community, we are responsible for the respect of all people, and for contributing to the highest possible quality learning environment.

Freedom of Expression

We respect the right to speak or act without unreasonable or unlawful restriction or interference. The expression of constructive opinions is encouraged; no member of our community will suffer adverse consequences for offering reasonable and constructive opinions in good faith.

As a post-secondary learning institution, we respect academic freedom. However, this freedom should not diminish the dignity or human rights of any person.

Human Development

We respect the growth and advancement of people, recognizing that personal professional development is critical to our success. We employ an objective Performance Planning and Review system which assists employees in improving their job performance by establishing performance objectives.

As an organization that values people, innovation and lifelong learning, we encourage employees to pursue developmental activities. Programs and funding are available to employees who wish to develop their knowledge while contributing to the success of their department and of SAIT.

Relevant Policies and Procedures

AC.4.4	Human Research Policy
AC.4.4.1	Research Requiring Ethics Review Procedures
HR.2.2.1	Institutional Professional Development Procedures
HR.2.2.2	Professional Development Fund – Faculty Procedures
HR.2.2.3	Professional Credential Enhancement Procedures
HR.4.2.1	Procedures for Ethical Conduct
HR.4.4	Performance Management Policy
HR.7.1	Freedom of Speech Policy

Q: My supervisor often yells at me in front of my co-workers which makes me feel embarrassed and upset. What can I do?

A: Any form of disrespect to anyone in the SAIT community is unacceptable. SAIT is committed to providing a safe forum for staff to voice their concerns. In this case, since you probably don't feel comfortable going to your immediate supervisor, contact Human Resources or call the SAIT Ethics Hotline at 1-800-661-9675 to remain anonymous.

Q: I am conducting a research study which involves students. Are there any ethical concerns I should be aware of?

A: Respect for the dignity and well-being of human research participants is the cardinal principle of modern research. All research proposals involving human participants must be submitted for ethics review to the SAIT Research Ethics Board (REB). The REB reviews and approves proposals, and investigates any reports of unforeseen risks occurring during the research that jeopardize the participants.

Q: I nearly slipped on an icy sidewalk outside my building. What can I do to report this?

A: Dealing with icy sidewalks is a shared responsibility. The SAIT Facilities Management Department clears 27 km of sidewalks starting with high traffic areas at 4:00 am. Keeping this in mind, ensure that you are extra careful, take your time, have the proper foot wear, and are not distracted or carrying too much. If, however, you feel there is a danger to yourself or others, call the SAIT helpline immediately to report it.

Q: There are some strong indications that my co-worker may have a substance abuse problem, should I do something about this?

A: Yes, it is your responsibility to report this. Doing nothing only enables the problem and puts your co-worker, yourself and others at risk of possible harm. It would be best to talk to your co-worker, and encourage them to seek assistance. But if you're not comfortable doing so, or if there are physical safety issues involved, speak with a supervisor and explain your concerns.

Safety

We foster positive health practices and ensure safe, secure and environmentally sound working and learning environments.

Health, Safety and Security

We encourage positive health practices and strive to protect all Employees and Others, students and visitors from health, safety and security risks. Our Health, Safety and Environmental Policy and Health, Safety and Environmental System meet or exceed the requirements of applicable health, safety and environmental legislation and regulations.

All Employees and Others are responsible for the influence and care that he or she may have over the physical, social and mental well-being of other members of the SAIT community. Confidential and professional assistance is available to employees and family members who experience personal problems that impact their daily lives and job performances through the SAIT Employee and Family Assistance Program.

Environment

We promote protection of the natural environment by meeting or exceeding current environmental law. Environmentally sound practices should be used to reduce energy and resource consumption, waste production and the impact on the environment. We continually strive for excellence in conservation and efficiency in a socially responsible and lawful manner.

SAIT Employees and Others are expected to use the physical property and information resources provided by SAIT for the purposes for which they were intended in a safe, effective and efficient manner. Use of materials is subject to copyright and intellectual property laws, and SAIT's Intellectual Property Policy.

Relevant Policies and Procedures

AC.2.11.1	Intellectual Property Procedures
AC.2.12	Copyright Clearance Policy
FM.1.1	Use of SAIT Tools, Equipment and Workspace Policy
FM.1.2	Institute Facilities, Tools, Equipment and Workspace Policy
HR.1.1	Employee and Family Assistance Program Policy
HR.2.3	Management Obligations Policy
HR.4.2.1	Procedures for Ethical Conduct
HS.1.1	Occupational Health Safety and Environment Policy
HS.1.1.1	Occupational Health Safety and Environment System Procedures

Transparency

We conduct our work and communicate in a truthful and open manner; we disclose information in a timely way, respecting confidentiality and privacy. We engage in transparent accounting and financial reporting.

Truthful and Open

We value honest, frank and sincere communications. We expect all work to clearly and accurately represent the facts, and reflect the true nature of the activity. Dishonest reporting or questionable transactions will not be tolerated.

Timely Disclosure

We share information at the right or appropriate time, voluntarily and in compliance with all applicable legal requirements and SAIT policies and procedures. Our policies dictate that all potential conflict of interest situations in which your personal interests may conflict with the interests of SAIT must be disclosed to the employer.

Confidentiality and Privacy

We respect the privacy of personal information and are committed to compliance with applicable federal and provincial privacy legislation. We maintain the confidentiality of competitive and proprietary information received in the course of business and do not use that information for personal gain.

Accounting and Reporting

We engage in generally accepted accounting principles as applied in Canada, accurately report financial information, and operate in compliance with the relevant legal requirements. We are legally responsible and accountable for the information we present to SAIT stakeholders, and ensure that due care is exercised when recording transactions. Accounting and other non-financial transactions will be audited periodically to ensure the adequacy and effectiveness of SAIT's systems.

Relevant Policies and Procedures

AD 1.1	Freedom of Information and Protection of Privacy (FOIP) Policy
AD.1.5.1	Internal Audit Procedures
HR.4.2.1	Procedures for Ethical Conduct
HR 4.3.1	Release of Employee Information Procedures

Q: I do not work in the finance department, so I don't have to concern myself with transactions, do I?

A: Transactions are not only financial, but may also include evaluations, audits, exchanges, interactions, programs, policies, procedures, or communications.

Q: I became suspicious the other day when I made a purchase and the sale didn't appear to be rung into the cash register. To whom do I report this?

A: This is a good example of a questionable transaction that you should report. You can speak to Human Resources regarding your concern to find out the appropriate department to contact. If you wish to remain anonymous please use the SAIT Ethics Hotline or website to report your suspicion.



Ethics FIRST



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