



Employee Annual Compliance Declaration (General Purpose Form)

Name: _____ Employee ID: _____

Location: _____ Payroll Group: _____

Board Policies

The following selections provide an overview of some of the Board’s policies. The references below represent a small number of policies and guidelines that frame how the Board operates, and the expectations of all Board staff. It is important that each employee read, understand and be in compliance with all Board policies and guidelines.

The complete text of these and other Board policies, guidelines and documents are available for review at: <https://bww.yrdsb.ca> or may be obtained from your principal/manager.

Access to Confidential/Personal Information (See Confidentiality Agreement)

As employees of the Board, we all have access to, may be provided with, or may acquire Confidential/Personal Information. Employees are not to disclose any Confidential/Personal Information to any other person that is not an employee of the Board, or to an employee of the Board that does not require the Confidential/Personal Information for the performance of their position with the Board. Employees are not to use Confidential/Personal Information for any purpose other than required by their employment; and may not access Board information that is outside their security level or that they do not require for the purpose of their position with the Board.

Employees must be aware that the disclosure of Confidential/Personal Information to others will be highly detrimental to the interests of the Board, its students and their families; and that Confidential/Personal Information is the property of the Board and/or its identified employees, students, parents, trustees as the case may be.

Conflict of Interest (See Board Policy # 222.0 Conflict of Interest)

Employees of the Board are entrusted with the protection of the public interest in many significant areas of the education system. In view of the importance of this trust, it is essential that employees maintain high standards of honesty, integrity, impartiality and conduct. Employees must be aware of the need to avoid situations which might result in an actual or apparent conflict of interest and conduct themselves accordingly.

Conflict of interest is a situation in which an employee, whether for himself/herself or for some other person(s), attempts to promote a private or personal interest which results or could appear to result in:

- an interference with the mission, vision and values of the Board;
- a gain or an advantage by virtue of his/her position in the York Region District School Board.

Employees in doubt concerning the propriety of any action concerning the Board shall disclose a possible conflict of interest to their immediate supervisor for determination.

Respectful Workplace and Learning Environment (See Board Policy # 240.0 Respectful Workplace and Learning Environment)

It is the policy of the York Region District School Board that all persons are entitled to work and learn in an environment that promotes human rights and equity of opportunity, free from discrimination and harassment in the workplace by the employer or agent of the employer or by another employee because of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

It is the responsibility of each employee to ensure that these prohibited activities do not occur. It is essential that all employees take the necessary steps to stop harassment and discrimination.

Any individual who believes that he/she has been harassed or discriminated against may at his or her option if he or she feels comfortable in doing so, attempt to resolve the issue by directly approaching the person(s) involved, stating clearly that the behaviour or actions are objectionable and must be stopped.

If, having chosen to approach the person(s) involved, the complainant finds that the behaviour does not stop or that the behaviour escalates; OR if the individual does not wish to address the person(s) involved directly, he/she may contact his/her supervisor, school principal, designated Human Resource Services staff, Superintendent, or Union representative for advice and possible courses of action.

PLEASE TURN OVER AND SIGN AT BOTTOM OF FORM



Board Policies Continued

Board Technology Use (See Board Policy # 194.0 Appropriate Use of Technology)

The York Region District School Board believes in the benefits that technology can bring to supporting its daily operating activities and student achievement. It is a policy of the Board that the technology and technology services supplied by the Board will be used in an appropriate manner. This includes but is not limited to computers, laptops, tablets, Personal Electronic Devices, use of the World Wide Web and electronic mail (email) services. All York Region District School Board staff, students, trustees, school councils and other select individuals who are given access to the Board's technology and technology services are required to know and abide by the Board's policy in order to ensure that information technology is being used in a safe and responsible manner.

Intellectual Properties (See Board Policy # 545.0 Intellectual Property, Copyright and Professional Services)

The York Region District School Board recognizes the abilities of its employees and others that have access to the Board's facilities and resources to create innovative ideas, practices and products that may be of benefit to the Board and to those outside of the Board. It is the desire of the Board to promote the innovative spirit and encourage the development of marketable products and services that result in a return on investment to the Board and its partners.

The Board believes that collaborative partnerships amongst school boards and other educational institutions are essential for improving student learning and increasing a shared sense of responsibility for public education. For these reasons the Board supports sharing of published materials and professional services while respecting intellectual property and copyright laws.

Workplace Health and Safety (See Board Policy # 540.0 Health and Safety - Employees)

It is the responsibility of all employees to act in a safe manner and wear the identified protective equipment at all times. Every employee is responsible to report any safety violations or risks to their principal/manager or a Health & Safety representative.

The Employee Annual Compliance Declaration is for completion by all employees annually. The original signed document is to be returned to the York Region District School Board.

DECLARATION:

I, _____ DECLARE, that since the last criminal background check collected by this Board or the Ontario College of Teachers, as the case may be, or since the last Compliance Declaration given by me to this Board, that:

- I have no convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

OR

- I have convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted. I have listed the offences, dates and court details below:

Date:	Date:
Court Location:	Court Location:
Conviction:	Conviction:

If additional space is required, please attach a separate sheet of paper to this form.

As an employee of the Board, you have the responsibility to report criminal convictions to Human Resource Services, Administrative Assistant within five business days of a conviction.

By my signature below, I confirm that the information above is accurate and complete.

Employee Name (first & last)	Employee Signature	Date

Distribution: Human Resource Services; Retention: (valid for 12 months from date signed)