



Code of ethics applicable to Staff members and to any person working with minor or disabled students

Cestar College, Longueuil Campus

("hereinafter referred to as the "school organization")

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- Every person must be able to evolve in a healthy and safe living environment that is stimulating and conducive to learning, achievement, and the realization of each individual’s full potential;8
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 This duty applies in particular when expressing to any staff member reservations or disagreement with that person’s opinion or with a direction or decision of the School Organization.8

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Preamble

Pursuant to section 54.0.1 of the *Act respecting private education* (chapter E-9.1), the institution must adopt a code of ethics, in the form prescribed by the Minister, applicable to its staff members and to any person required to work with or be in contact with minor or disabled students.

This code of ethics must, in particular, specify the practices and conduct expected of persons called upon to work with minor or disabled students or to be in contact with them. It must also provide for the obligation to report without delay to the school organization any breach of the provisions it contains that could reasonably pose a risk to the physical or psychological safety of students. It must be published on the school organization's website and be made otherwise accessible to anyone who requests it.

This Code of Ethics serves as a reference tool to which every staff member of the School Organization and any person called upon to work with minor or disabled students or to be in contact with them must refer. It sets out the principles that must guide their actions in matters of ethics, as well as certain practices and conduct expected of them.

These expected practices and conduct guidelines are not exhaustive, do not limit the management rights of the school board, and should be interpreted broadly and liberally. The absence of a specific expected or discouraged practice or conduct does not absolve any staff member or individual working with or in contact with minor or disabled students of responsibility for inappropriate or inadequate behavior.

This code of ethics does not replace, nor can it limit, the scope of any obligation related to the conduct of a staff member or any person required to work with or be in contact with minor or disabled students, as contained in any law, regulation, collective agreement, policy, agreement, contract, any other framework, or in the rules of conduct adopted by a school board. It also cannot replace any other ethical rules that apply to a staff member or any person required to work with or be in contact with minor or disabled students by virtue of their membership in a professional order or association.

Legal and Regulatory Framework

The Code of Ethics applies in accordance with the legal and regulatory framework in force, including:

- the Canadian Charter of Rights and Freedoms, the Constitution Act, 1982, Schedule B to the Canada Act 1982 (United Kingdom), 1982, c. 11;
- the Charter of Human Rights and Freedoms (CQLR, chapter C-12);
- the Charter of the French Language (CQLR, chapter C-11);
- the Civil Code of Québec (CQLR, chapter CCQ-1991);
- the Act respecting the laicity of the State (CQLR, chapter L-0.3);
- the Act to foster adherence to State religious neutrality and, in particular, to provide a framework for requests for religious accommodations in certain bodies (CQLR, chapter R-26.2.01);
- the Education Act (CQLR, chapter I-13.3);
- the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, chapter A-2.1);
- the Act respecting contracting by public bodies (CQLR, chapter C-65.1);
- the Act respecting labour standards (CQLR, chapter N-1.1);
- the Act respecting occupational health and safety (CQLR, chapter S-2.1);
- the Youth Protection Act (CQLR, chapter P-34.1);
- the AntiCorruption Act (CQLR, chapter L-6.1);
- the Act to facilitate the disclosure of wrongdoings relating to public bodies (CQLR, chapter D-11.1);
- the applicable collective agreements;
- the applicable codes of professional conduct.

Objectives

The Code of Ethics aims to:

- Establish a reference guide regarding the practices and conduct expected from all members of the School Organization's staff and from any person called upon to work with minor or disabled students or to be in contact with them;
- Serve as a tool for reflection and accountability in order to encourage critical judgment in decision-making, fostering the development of moral values and professional ethics;
- Establish and cultivate a relationship of trust between students, parents, the educational community and the general public, and the School Organization, its institutions, and the education system

Scope of Application

The Code of Ethics applies to all members of the School Organization's staff and to any person called upon to work with minor or disabled students or to be in contact with them.

Definitions

- **Staff Member.** Any member of the support staff, management staff, professional staff, teaching staff, and any other person employed by the School Organization, including senior administrators not covered by collective agreements.
- **Person Called Upon to Work With or Be in Contact With Minor or Disabled Students.** Any person who is not a staff member of the School Organization but who is called upon to work with minor or disabled students or to be in contact with them, including, but not limited to, interns, internship supervisors, volunteers (including a parent acting in that role), coaches, persons responsible for extracurricular activities, or any other person providing services under an agreement or contract.
- **Minor Student.** Any student under 18 years of age enrolled in an educational institution, a vocational training center, or an adult education center, or any child of the same age who receives appropriate instruction at home and receives services provided by the School Organization.
- **Disabled Student.** Any student recognized as having a disability within the meaning of the Act to secure the handicapped in the exercise of their rights with a view to achieving social, school and workplace integration (CQLR, chapter E-20.1), enrolled in an educational institution, a vocational training center, or an adult education center, or any child recognized as such who receives appropriate instruction at home and receives services provided by the School Organization.

Rules of Conduct

Code of conduct, rules of operation, or any other framework of this nature proposed by the school principal and approved by the governing board.

Principles

The Code of Ethics is based on the following principles, which must guide the actions and decisions of everyone:

- Every student, every staff member, and every person called upon to work with minor or disabled students or to be in contact with them has the right to the security, integrity, and freedom of their person, to the protection of their dignity, honour, and reputation, as well as to the respect of their private life;
- The school environment must protect and promote the fundamental rights and freedoms of the individuals who evolve within it, as guaranteed by the charters of rights and freedoms, ensuring that these rights are exercised with respect, in particular, for the democratic values of Québec society, equality between women and men, the secular nature of the State, and the importance given to the protection of French as the common language;
- In keeping with the principle of equal opportunity, every student has the right to quality educational services that promote their overall development, academic success, and social and professional integration;
- Every person must be able to evolve in a healthy and safe living environment that is stimulating and conducive to learning, achievement, and the realization of each individual's full potential;
- No form of violence, bullying, or harassment shall be tolerated in the school context and must be strongly denounced;
- Adults in the school environment are inspiring and meaningful role models for students and represent figures of authority whose conduct must project positive values and meet high standards of exemplarity;
- The school environment must promote a vision of educational success that reflects the potential, needs, differences, and aspirations of students, embodied in the values of equality, equity, and social justice.

Expected Practices and Conduct

1. Respect, Civility and Kindness

1.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must conduct themselves with respect, civility, politeness, and courtesy at all times with students, parents, staff members, and the persons with whom they are required to interact in the exercise of their duties, particularly in their verbal and written communications, in order to ensure a quality learning environment and a positive and fulfilling work climate.

This duty applies in particular when expressing to any staff member reservations or disagreement with that person's opinion or with a direction or decision of the School Organization.

1.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must demonstrate consideration, empathy, and kindness by fostering positive relationships with others, supporting them, and promoting an approach based on mutual understanding and dialogue in the resolution of conflicts.

1.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must ensure compliance with the institution's rules of conduct and the standards of civility they contain, and must actively promote them.

2. Justice, Equity and Neutrality

2.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must act in a fair and equitable manner, taking into account the needs and differences of each individual.

2.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must provide services without distinction, exclusion, or preference based in particular on race, colour, sex, gender identity or expression, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, social condition, ethnic or national origin, disability, or the use of any means to compensate for that disability.

2.3 A staff member or any person called upon to work with minor or disabled students or to be in contact with them must refrain from promoting their political beliefs as well as their personal or religious convictions and must demonstrate prudence and objectivity when addressing such matters with students.

3. Professional Conduct

3.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must maintain a professional attitude and demonstrate restraint and sound judgment.

3.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must refrain from holding positions or engaging in activities that are incompatible with the duties they perform on behalf of the School Organization.

Professional Distance

3.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must maintain, by virtue of their position of authority, a

professional distance from any student, even outside school hours. In this respect, they must in particular avoid:

- establishing relationships with a student other than professional ones (such as friendships, intimate relationships, or romantic relationships);
- any situation likely to create ambiguity in their relationship with a student (for example, declining invitations or participation in activities or events outside the school setting);
- any communication with a student through social media outside the school context.

Language

3.4 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must give priority to the use of French, the common language and the language of instruction, in accordance with the Charter of the French Language¹.

3.5 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must take the necessary measures to promote the written and spoken French language in their interactions with students, parents, staff members, and the persons with whom they are required to interact in the exercise of their duties.

Dress Code and Appearance

3.6 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must adopt attire appropriate to the educational environment, in compliance with the applicable provisions of the institution's rules of conduct, where applicable, and must exercise critical judgment regarding their clothing choices and the messages they convey.

This duty applies both in the workplace, during remote learning activities, and during off-site activities.

3.7 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must ensure that the use of their social media is consistent with the image and role model responsibilities associated with their position, particularly by questioning the relevance of sharing certain information (photos, videos, etc.) or by limiting access to such content.

¹ "Except for the exceptions provided for in the Charter of the French Language, notably, in the school context, instructional services in English as a second language."

Drugs and Alcohol

3.8 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must refrain from consuming, providing, or serving alcoholic beverages, legal or illegal drugs, or any other substance that may impair judgment or compromise the safe performance of duties, whether in the workplace or when performing duties outside the workplace.

More specifically, the foregoing does not apply to the consumption of an alcoholic beverage that is exceptionally permitted by the School Organization, notably during a reception.

3.9 A staff member or any person called upon to work with minor or disabled students or to be in contact with them must not be present in the workplace, perform their duties, or be in the presence of students while their faculties are impaired by alcohol, a legal or illegal drug, or any substance likely to alter their judgment or interfere with the safe performance of their duties.

4. Safety, Health and Well-Being

4.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must exercise prudence and take the necessary measures to ensure their own safety and health as well as that of others, particularly that of students.

4.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must demonstrate attitudes and behaviours free from any form of verbal or physical violence. In this regard, the following are notably prohibited:

- aggressive words, behaviours, or gestures;
- verbal, written, or physical threats;
- the use of an aggressive tone of voice (shouting, yelling, etc.);
- the use of degrading, racist, sexist, or otherwise inappropriate language;
- words, gestures, or behaviours of a sexual nature;
- any form of bullying or harassment;
- ignoring such behaviours or failing to intervene when a situation requires it.

4.3 A physical intervention with respect to a student must only be used as a last resort when a risk assessment concludes that an emergency situation requires immediate action for the sole purpose of ensuring the safety of the student or of others.

When a restrictive measure must be used with respect to a student and such measure can be planned in advance, it must be governed by a protocol in accordance with the Cadre de référence sur les mesures de contrôle en milieu scolaire and must be reported without delay to the school administration.

4.4 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must, when a student or staff member confides in them, remain attentive to signs of distress and, if necessary, refer the person to the appropriate resource, notably the Directeur de la protection de la jeunesse (DPJ).

4.5 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must collaborate in the implementation of the plan to prevent bullying and violence and ensure that no student in the school to which they are assigned becomes a victim of bullying or violence.

4.6 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them who, in the performance of their duties, has reasonable grounds to believe that a teacher has committed a serious offence in the exercise of their functions or an act derogatory to the honour or dignity of the teaching profession, involving behaviour that could reasonably give rise to concern for the physical or psychological safety of students, must report the situation without delay to the Minister².

5. Discretion, Confidentiality and Protection of Personal Information

5.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must act with discretion, caution, and sound judgment, while respecting the privacy of students and other staff members, with respect to confidential information that they become aware of in the course of their duties, including confidences entrusted to them.

5.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must access and use only the personal information necessary for the performance of their duties and must disclose personal information only in accordance with the applicable legal provisions in this matter.

In such cases, the disclosure must be made in an appropriate, secure, and respectful manner and in a way that avoids causing undue prejudice to the person concerned.

² *“For a review of the criteria used to determine whether a behaviour may reasonably give rise to concerns for the physical or psychological safety of students, refer to the ministerial guide for school service centres and private educational institutions entitled **Verification of Judicial Backgrounds and Behaviours That May Reasonably Raise Concerns for the Physical or Psychological Safety of Students.**”*

5.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must respect image rights, notably by obtaining the consent of the parent or guardian of a minor student, or that of the student if they are of legal age, for any taking or distribution of photographs, video recordings, screenshots, or similar materials. They must also ensure that such use is consistent with the mission of the School Organization.

6. Integrity, Probity and Transparency

6.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must act with integrity, good faith, and transparency in order to preserve the trust of parents and the public in the School Organization and in the education system.

Use and Management of Property and Resources

6.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must contribute, in the exercise of their duties, to the sound management of public funds.

6.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must make responsible, secure, and fiduciary use of the educational, material, and technological resources made available to them by the School Organization or one of its institutions, and must avoid using them for personal purposes or for the benefit of a third party unless authorized to do so.

This duty also implies acting as an ethical digital citizen and adopting a critical and informed approach to the use of digital technologies.

6.4 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must act with prudence, care, and probity and must avoid participating, directly or indirectly, in theft, fraud, acts of corruption or collusion, falsification of documents, breach of trust, or any other negligence, misconduct, or reprehensible act of this nature, particularly in contractual matters.

Conflict of Interest and Gratuities

6.5 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must avoid placing themselves in a situation where there is or could be a conflict between their personal interests and the duties of their position, including any situation that may give the appearance of a conflict of interest.

If such a situation arises, they must disclose in writing to their immediate supervisor any potential, real, or apparent conflict of interest or any other circumstance of which they are aware that could reasonably influence, or appear to influence, their decisions, judgment, or professional conduct.

6.6 A staff member or any person called upon to work with minor or disabled students or to be in contact with them must perform their duties in such a way as not to unduly influence a decision or obtain, directly or indirectly, a benefit for themselves or for a third party.

6.7 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must refuse any gratification (gift, donation, benefit, compensation, favour, etc.), unless it constitutes a token of appreciation of symbolic or modest value that cannot influence their decisions, judgment, or professional conduct, nor be perceived as doing so.

7. Professionalism, Competence and Commitment

7.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must perform the duties expected of them, fully assume the role assigned to them, and demonstrate diligence in the performance of their functions.

7.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must demonstrate professionalism and act responsibly with rigour, objectivity, diligence, and vigilance.

7.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must perform their duties with competence and provide quality services by actively contributing to the student's educational success and development.

This duty implies that they must develop and maintain their knowledge, notably through continuing professional development.

7.4 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must perform their duties with commitment by promoting collaboration with their peers, cooperation, mutual support, and the sharing of best practices.

This duty of collaboration is particularly important with respect to individuals who provide services to a student with a disability or with adaptation or learning difficulties for whom an intervention plan has been established.

7.5 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must actively and positively participate in school life by contributing to the development of their community.

7.6 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must know and understand the ethical standards as well as the practices and conduct expected of them, and must commit to respecting and promoting those standards.

8. Loyalty and Duty of Reserve

8.1 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must act with loyalty toward the School Organization and its institutions by respecting and adhering to their mission, values, commitment-to-success plan, and educational project, both during and after their employment or mandate.

8.2 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must demonstrate restraint and moderation in the public expression of their opinions by refraining from making statements concerning the School Organization or its institutions, its partners, employees, students, or their parents that could cause harm to their image or reputation.

8.3 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must also avoid participating, directly or indirectly, in activities that may harm the image or reputation of the School Organization or any of its institutions.

8.4 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must exercise prudent, judicious, and professional use of the Internet, traditional media, and social media, even outside the workplace and outside working hours, in accordance with the mission and values of the School Organization and its institutions.

8.5 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must avoid speaking on behalf of the School Organization or any of its institutions, particularly in traditional media or social media, or creating the impression that they are doing so, unless expressly authorized.

8.6 Any staff member or any person called upon to work with minor or disabled students or to be in contact with them must obtain authorization from their immediate supervisor before publishing any text when its content appears to originate from the School Organization or one of its institutions, or when it was produced in the course of their duties.

REPORTING

Violation of the Code of Ethics

Any staff member or any person called upon to work with or be in contact with minor or disabled students who witnesses or is informed of a breach of a provision of this code of ethics must report it without delay to the School Organization when this breach may reasonably give cause for concern for the physical or psychological safety of the students.

How to report a breach of the code of ethics

Any staff member or any person interacting with students must report without delay any **breach of this Code of Ethics** to the Campus Director or to the Academic Director. The report may be made verbally or in writing (by email or internal form) and will be handled in a confidential and diligent manner.

The institution will review each report, ensure that it is properly documented, and take appropriate measures depending on the seriousness of the situation. No retaliatory action may be taken against a person who has made a report in good faith.

In situations involving minor students or vulnerable persons, or where there are reasonable grounds to believe that their safety or development may be compromised, the institution has the obligation to report the situation to the competent authorities, notably the Directeur de la protection de la jeunesse (DPJ), in accordance with the applicable laws in force.

Communication and Implementation

The general management as well as the management of establishments and services are responsible for disseminating and promoting this code of ethics to staff members and any

person called upon to work with minor or disabled students or to be in contact with them who are in their establishment or administrative unit in order to ensure its application. Every staff member or person required to work with or be in contact with underage or disabled students receives a copy of this code of ethics.

The general management of the school organization, supported by the management of establishments and services, is responsible for the application of this code of ethics.

The school publishes this code on its website and makes it readily accessible to anyone who requests it.

SANCTION

A breach of this code of ethics may result, at the discretion of the competent hierarchical authority and in compliance with collective agreements, any employment contract and any agreement or service contract, in the application of any sanction appropriate to the nature and seriousness of the breach.

EVALUATION AND UPDATE

An evaluation of this code of ethics is carried out by the school body at the end of each school year with a view to planning for its updating when required.

ENTRY INTO FORCE

This code of ethics comes into effect on March 12, 2026.