

Toronto City School District Employee Code of Excellence

Each Toronto City School District employee shall:

1. Report to work acceptable for duty, and remain fit for duty whenever on duty.
2. Prepare for and perform all assigned duties required by one's job description(s) detailing the roles and responsibilities he or she was hired to perform.
3. Comply with justifiable directives issued by established lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply with federal laws, state statutes, and Board policies that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, state statutes, and Board policies.
9. Maintain confidentiality of information as required under federal laws, state statutes, and Board policies.
10. Report actions that may represent violations of federal laws, state statutes, and/or Board policies to the immediate supervisor.
11. Refrain from any unethical activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, and Board policies.