

# EXCALIBUR'S CODE OF PROFESSIONAL CONDUCT FOR CORRECTIONAL EDUCATORS

## GUIDING PRINCIPLE:

*The code of Professional Conduct stipulates the minimum standards of professional conduct for Excalibur's Correctional Educators. This is not an exhaustive list of such standards.*

## POLICY STATEMENTS:

1. The Correctional Educator teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socio-economic background or linguistic background.
2. The Correctional Educator is responsible for diagnosing educational needs, prescribing and implementing instructional programs, and evaluating progress of students.
  - 2.1 The Correctional Educator may not delegate these responsibilities to any person who is not a Correctional Educator.
3. The Correctional Educator may delegate specific and limited aspects of instructional activity to non-certified personnel and/or tutors, provided that the Correctional Educator supervises and directs such activity.
4. The Correctional Educator treats offenders with dignity and respect and is considerate of their circumstances.
5. The Correctional Educator must not divulge information about a student received in the course of professional duties to any outside sources unless written authorization, using the approved government forms, has been obtained, or unless required by law.
6. The Correctional Educator must divulge information about a student received in the course of professional duties to the government when to do so is in the interest of maintaining the good order of the institution.
7. The Correctional Educator may not abuse his or her professional title or authority for personal gain or advantage.

8. The Correctional Educator communicates, through appropriate channels, any concerns regarding: safety issues, the assignment of duties for which the Correctional Educator is not qualified, or conditions which make it difficult to render professional service.
9. The Correctional Educator fulfils contractual obligations to EXCALIBUR until released by mutual consent or according to law.
10. The Correctional Educator provides as much notice as possible of a decision to terminate employment.
11. The Correctional Educator does not make derogatory comments about another correctional worker in the presence of offenders or co-workers.
12. The Correctional Educator criticizes the professional competence or professional reputation of another Correctional Educator only in confidence to his or her EXCALIBUR supervisor.
13. The Correctional Educator does not, because of animosity or personal advantage, take any actions which could have a negative impact on another Correctional Educator.
14. The Correctional Educator does not engage in activities which compromise a safe, secure work environment or which, in any way, adversely affect the quality of his or her professional service.
15. The Correctional Educator submits to the representatives of EXCALIBUR disputes arising from professional relationships with other Correctional Educators which cannot be resolved by personal discussion.
16. The Correctional Educator acts in a manner which maintains the good order of the institution and upholds the honour and dignity of the profession.

***Referenced and modified from the Alberta Code of Professional Conduct;***  
**[www.teachers.ab.ca/professional/code](http://www.teachers.ab.ca/professional/code)**

