



Policy Number	6
Approval Date	May 2022
Implantation Date	September 2022
Approved By	President, VP of Operations
Upcoming Review	September 2027

## **Academic Freedom & Code of Ethics Policy**

### **Purpose**

ACATCM maintains a high ethical standard in all dealings with students, employees, and alumni.

### **Scope**

This policy applies to all ACATCM members.

### **Policy**

#### **Individual Responsibility**

1. ACATCM members have an individual responsibility to deal ethically in all aspects of work and to comply fully with all laws, regulations, and policies. ACATCM members are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting themselves with the various laws, regulations, and policies applicable to assigned duties;
2. ACATCM administration, department heads, and others in supervisory positions must assume responsibility for ensuring that conduct and the conduct of ACATCM members in respective departments complies with this Code.

#### **Confidentiality**

1. ACATCM is entrusted with many kinds of confidential, proprietary, and private information regarding members of ACATCM and its business dealings. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after employment;
2. Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Human Resources and Finance office or the Board of Directors.

#### **Honesty and Fairness**

ACATCM expects from each of its employee's honesty and fairness in dealing with others. ACATCM members are expected to accept responsibility for personal actions and to report information accurately to fellow employees and supervisors. Supervisors have a responsibility to set examples of honesty and fairness:

1. Communicate truthfully with patients, learners, academic and non-academic colleagues;
2. Conduct and report research in an ethical and honest manner; appropriately credit participants involved in the work;
3. Respect the privacy of patients and research participants, learners, and colleagues;
4. Respect and Civility
  - a. Maintain respectful interactions with all faculty members, patients, families and all healthcare colleagues;
  - b. Avoid discrimination as defined by ACATCM procedures and policies;
  - c. Respect the autonomy and personal boundaries of others;
5. Responsible Behavior;
6. Create environments that are conducive to learning;
  - a. Assure that patient care assumes the highest priority in the clinical setting;
  - b. Report professional and scientific misconduct and unskilled practice through the appropriate channels;
  - c. Model professional behavior
  - d. Support an environment of safety and trust;
  - e. Take personal responsibility for actions and decisions;
  - f. Assure that assessments and evaluations are conducted in a fair and equitable manner;
7. Be prudent with fiscal resources.

## **Records**

All College records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered a serious offense. See *Student Academic Record and Alumni Record Storage and Confidentiality Policy*

## **Honesty and Fair Dealing**

ACATCM aims to meet its goals honestly and fairly, and seeks advantages through superior performance, hard work, and intellectual skill. ACATCM strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, employees, and students and their families.

### **Conflict of Interest**

1. Each employee should be sensitive to situations that could raise questions of potential or apparent conflicts between personal interests and the Colleges' interests. A "conflict of interest" exists whenever personal private interests interfere or conflict in any way (or even appear to interfere or conflict) with ACATCM interests. A conflict of interest can arise when an ACATCM member take actions or have interests that may make it difficult to perform duties for the College objectively and effectively.
2. ACATCM members should promptly disclose any conflict to Human Resources or senior official regardless of how "natural" or "innocent" the conflict may seem. The College can determine whether it believes the ACATCM members can proceed despite any conflict, in which case the ACATCM members will receive a written authorization from either the Director of Finance and Human Resources, Vice-President of Academic Affairs, or the President. However, until the ACATCM members receive such a written approval, the ACATCM members may not proceed with any "conflict of interest." See Conflict of Interest Policy for specific requirements for disclosure and reporting procedures.

More information regarding conflict of interest is in the *Institutional and Departmental Conflict of Interest Relating to Faculty Members Performance of their Academic Responsibilities Policy*.

### **Use of ACATCM Resources**

ACATCM Members have a responsibility to use College resources, including time, materials, and equipment, for business purposes only. ACATCM Members may not use College property (such as building, office equipment and systems, tools, materials, assets, and facilities) for anything other than College purposes. ACATCM property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material should not be infringed.

### **Expectation of Faculty**

Professionalism is demonstrated by a series of behaviors and attitudes expected of faculty members within their faculty roles, that upholds the highest standards of ethical conduct, integrity, respect and accountability. These require social and communicative competence to integrate multiple competing priorities in complex and uncertain environments. This will define how we handle ourselves in different situations, such as teaching, learning, mentoring, research, clinical care, administration and community engagement. The Faculty of ACATCM is committed to creating a positive environment that is conducive to optimal education, research, and clinical care.

Concerns or complaints regarding professionalism or ethical issues are handled in accordance with the *Dispute Resolution and Complaint Policy*. The identity of a reporting person will be protected to the extent possible under government legislation, college policies, and collective agreements in effect at the time of the alleged misconduct. All individuals against whom allegations are registered will maintain the rights, privileges and protections afforded to them under applicable government legislation, college policies, and collective agreements in effect at the time of the alleged misconduct.

## **Integrity of Communications and Information**

Another way ACATCM helps assure a climate of integrity, especially with respect to external stakeholders, takes place through the accurate and transparent submission and posting of information. Great care is taken to assure that all communications emanating from ACATCM are accurate.

## **Academic Freedom**

1. Academic freedom is the right of any ACATCM member to examine, to question, to teach, to conduct research, to learn, to investigate, to speculate, to comment, to criticize, to write, to publish and the like, freely, in an academic environment, without pressure, direct or indirect, to conform to or defer to prescribed doctrines.
2. Academic freedom is the ability of a faculty member to engage freely and openly in research and innovation activities. It includes the right to question and challenge traditional norms, and the freedom to define research questions, to pursue answers to those questions by way of unrestricted but proper investigative techniques and to disseminate the knowledge to academic peers and to the academia community;
3. Academic freedom also includes the duty of scholarly integrity to use such freedom in a manner consistent with the responsibility to base research and teaching on an intellectually honest search for knowledge.
4. Any ACATCM member may claim the right of academic freedom in dismissal proceedings if such proceedings relate to an activity in which academic freedom is an explicit or implicit term of the ACATCM member's employment;
5. ACATCM members also have the same general right to freedom of expression as is enjoyed by any person;
6. Academic freedom is not absolute. Individual members of institutions are limited by the degree of autonomy available to ACATCM, and are subject to legal parameters, professional requirements, and peer review. The autonomy of ACATCM members is limited by statute, policies established by the Government of Alberta;
7. Academic freedom also has corresponding obligations, which include a high degree of respect for evidence; integrity in the research in accordance with the conventions of the discipline; impartial reasoning; and honesty in reporting both the underlying assumptions and the results of the inquiry;
8. Anyone evaluating, teaching, and participating in service activities integral to them, has a duty not to infringe academic freedom and, in particular, not to infringe academic freedom through the use of criteria unrelated to research and teaching;
9. Research is conducted ethically and in ways that fully respect human rights as defined in law. Individuals are expected to use their right for academic freedom responsibly, with respect for the rights of others and in a manner that is appropriate to and consistent with the individual's College appointment;

10. ACATCM faculty members and researchers as appointed by the ACATCM are members of an educational institution whose special position in the community imposes unique obligations. As such and as a group, they must be cognizant of their position as institutional representatives. When such persons exercise their rights for academic freedom or through individual rights as independent citizens, they should be free from institutional censorship or discipline, but must nonetheless recognize that the public may judge not only their personal credibility but also their profession and their institution by statements, publications or public pronouncements. Hence, faculty and researchers shall be accurate; shall exercise appropriate respect for the opinions of others; and shall clearly indicate whether they are presenting personal rather than institutional views, as the former opinions clearly fall outside the purview of rights associated with academic freedom;
11. All members of ACATCM community who are engaged in research activity in the course of their academic appointment or who are otherwise authorized in writing by ACATCM for purposes of research and investigative endeavours as governed by this policy are individually accountable to comply with this policy. ACATCM takes appropriate action for breach of this policy.