

Code of Ethics Applicable to Staff Members and Anyone Called Upon to Work with or Be in Contact with Minor or Disabled Students.

Les écoles Azrieli Talmud Torah | Herzliah (herein after « School Organization »)

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Preamble

In accordance with section 54.0.1 of the Private Education Act (chapter E-9), the School Organization must adopt a code of ethics, in the form prescribed by the Minister, applicable to its staff members and to anyone called upon to work with or be in contact with minor or disabled students.

This code of ethics must notably indicate the practices and conduct expected of individuals called upon to work with or be in contact with minor or disabled students. It must also provide for the obligation to promptly report to the School Organization any breach of its provisions that may reasonably give rise to concerns about the physical or psychological safety of students. Finally, 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 all staff members of the School Organization and anyone called upon to work with or be in contact with minor or disabled students must adhere. It sets out the principles that must guide their actions in matters of ethics and certain practices and conduct expected of them.

These expected practices and conduct are not exhaustive, do not have the effect of limiting the management rights of the School Organization, and must be interpreted broadly and liberally. The fact that an expected or to be avoided practice or conduct is not provided for herein shall not exempt a staff member or a person called upon to work with minor or disabled students or to be in contact with them from liability for inappropriate or inadequate behavior on their part.

This code of ethics does not replace, nor can it have the effect of limiting, the scope of an obligation related to the conduct of a staff member or any person called upon to work with or be in contact with minor or disabled students contained in a law, a regulation, a collective agreement, a policy, an agreement, a contract, any other framework, or in the rules of conduct adopted by a governing board. It also shall not replace any other professional code of ethics that applies to a staff member, or a person called upon to work with minor or disabled students or to be in contact with them by virtue of their membership in an order or a professional association.

Legal and Regulatory Framework

The code of ethics applies in compliance 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 (UK), 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 providing, in particular, a framework for requests for accommodations on religious grounds 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 Act to combat corruption (CQLR, chapter L-6.1);
- the Act facilitating the disclosure of wrongdoings relating to public bodies (CQLR, chapter D-11.1);
- the applicable collective agreements;
- the applicable professional codes of ethics.

Objectives

The purpose of the code of ethics is:

- to establish a reference guide for the practices and conduct expected of all staff members of the School Organization and any person called upon to work there with or be in contact with minor or disabled students;
- to constitute a tool for reflection and accountability to encourage critical judgment for the purpose of decision-making that fosters the development of moral values and professional ethics;
- to establish and cultivate the trust of students, parents, the educational community, and the general public in the School Organization, its establishments, and the educational system.

Scope

The code of ethics applies to all staff members of the School Organization and to any person called upon to work there with or be in contact with minor or disabled students.

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 those outside the management structure.

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 there with or be in contact with minor or disabled students in the capacity of, and without limitation, a trainee, internship supervisor, volunteer (including a parent who fulfills this role), coach, extracurricular activity leader, or any other person providing services under an agreement or contract.

Minor student

Any student under the age of 18 enrolled in an educational institution, a vocational training center, or an adult education center, or any child of the same age who receives appropriate home schooling and who receives services provided by the School Organization.

Disabled student

Any student recognized as disabled within the meaning of the Act to secure the handicapped persons 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 home schooling and who receives services provided by the School Organization.

Rules of conduct

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

Principles

The code of ethics is based on the following principles, which must guide everyone's actions and decisions:

- Every student, staff member, or person called upon to work with or be in contact with minor or disabled students has the right to the safety, integrity, and freedom of their person, the protection of their dignity, honor, and reputation, as well as respect for their privacy;
- The school environment must protect and promote the fundamental rights and freedoms of the individuals within it, as guaranteed by the charters of rights and freedoms, ensuring that these are exercised in respect of, in particular, the democratic values of Quebec society, equality between men and women, the secularism of the State, and the importance given to the protection of French, the common language;
- In respect of equal opportunities, every student has the right to quality educational services that promote their full development, success, and social and professional integration;
- Everyone must be able to thrive in a healthy and safe living environment that is stimulating and conducive to learning, achievement, and the attainment of everyone's full potential;
- No form of violence, bullying, or harassment shall be tolerated in a school setting and must be strongly denounced;
- Adults in the school environment are an inspiring and significant role model for students, a figure of authority whose conduct must project positive values and meet standards of exemplarity;
- The school environment must have a vision of educational success that is tailored to the potential, needs, differences, and aspirations of students, embodied in values of equality, equity, and social justice.

Expected Practices and Conduct

1 Respect, Civility, and Kindness

1.1 Every staff member or person called upon to work with or be in contact with minor or disabled students must conduct themselves with respect, civility, politeness, and courtesy in all circumstances with students, parents, staff members, and individuals with whom they are called upon to interact in the performance of their duties, particularly in their verbal and written communications, in order to ensure a quality and fulfilling learning environment and work climate.

This duty applies when expressing to any staff member their reservations or disagreement with the latter's opinion or an orientation or decision of the School Organization.

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

1.3 Every staff member or person called upon to work with or be in contact with minor or disabled students must ensure respect for the establishment's rules of conduct and the standards on civility they include, as well as promote them.

2 Justice, Equity, and Neutrality

- 2.1 Every staff member or person called upon to work with or be in contact with minor or disabled students must act in a just and equitable manner, taking into account the needs and differences of each individual.
- 2.2 Every staff member or person called upon to work with or be in contact with minor or disabled students must provide services without distinction, exclusion, or preference based in particular on race, color, sex, gender identity or expression, sexual orientation, marital status, age except to the extent provided by law, religion, political beliefs, language, social condition, ethnic or national origin, disability, or the use of a means to overcome that disability.
- 2.3 A staff member or any person called upon to work with, supervise, or otherwise interact with minor or disabled students must refrain from promoting their political beliefs or their personal or religious convictions and shall exercise prudence and objectivity when addressing such matters with students.

3 Professional Posture

- 3.1 Every staff member or person called upon to work with minor or disabled students must maintain a professional posture and demonstrate restraint and judgment.
- 3.2 Every staff member or person called upon to work with minor or disabled students must refrain from holding positions or engaging in activities that are incompatible with those they are responsible for on behalf of the School Organization.

Distancing

- 3.3 Due to their position of authority, every staff member or person called upon to work with minor or disabled students must maintain a professional distance with every student, even outside of class hours, and in this sense, must notably avoid:
 - establishing relationships with students that are other than professional (friendship, intimacy, or romantic relationship);
 - any situation likely to generate ambiguity in their relationship with the student (refusing any invitation or participation in an activity or event outside the school setting);
 - any communication with a student through social networks outside the school setting.
- 3.4 Every staff member or person called upon to work with minor or disabled students must prioritize the use of French, the common language and language of instruction³, in accordance with the Charter of the French Language.

Language

- 3.5 Every staff member or person called upon to work with minor or disabled students must take the necessary measures to promote the French language, both written and spoken, in their interactions with students, parents, staff members, and individuals with whom they are called upon to interact in the performance of their duties.

³ Except for exceptions provided for in the Charter of the French Language, notably, in a school context, educational services in English, as a second language.

Dress Code and Appearance

- 3.6 Every staff member or person called upon to work with minor or disabled students must adopt a dress code appropriate to the educational environment, respectful of the applicable provisions of the School Organization's rules of conduct, where applicable, and exercise critical judgment regarding their clothing choices and the messages they convey.

This duty applies both in the workplace and in distance learning and during external activities.

- 3.7 Every staff member or person called upon to work with minor or disabled students must ensure that their use of social networks is consistent with the image and role model that is incumbent upon them, by questioning the relevance of presenting certain information (photos, videos, etc.) or by limiting access to it.

Drugs and Alcohol

- 3.8 Every staff member or person called upon to work with minor or disabled students must refrain from consuming, providing, or serving on their workplace or when performing their duties outside their workplace an alcoholic beverage, a legal or illegal drug, or any other substance likely to affect judgment or impair the safe performance of work.

More specifically, the consumption of an alcoholic beverage exceptionally permitted by the School Organization, particularly during a reception, is not covered by the foregoing.

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

4 Safety, Health, and Well-being

- 4.1 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must exercise caution and take the necessary measures to ensure their own safety and health, as well as that of others, particularly students.
- 4.2 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must have attitudes and behaviors free from any form of verbal or physical violence. To this end, the following are specifically prohibited:

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

- 4.3 Physical intervention with a student is an intervention that should only be used as a last resort when a risk assessment concludes that there is an emergency situation requiring immediate action with the sole objective of ensuring the safety of the student or others.

When a restrictive measure must be used with a student and it can be planned, it must be guided by a protocol in accordance with the [Reference Framework on Control Measures in the School Environment](#) and reported without delay to the establishment's management.

- 4.4 Every staff member or 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, be alert to signs of distress and, if necessary, direct them to the appropriate resource, including the Director of Youth Protection (DPJ).
- 4.5 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must collaborate in the implementation of the Anti-bullying and Anti-violence Policy Statement and ensure that no student in the school to which they are assigned is a victim of bullying or violence.
- 4.6 Every staff member or 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 offense in the performance of their duties or an act that is detrimental to the honor or dignity of the teaching profession involving behavior that could reasonably be feared to endanger the physical or psychological safety of students⁴ must report the situation to the Minister without delay.

⁴ For a review of the criteria to be used in determining whether behavior is likely to reasonably cause concern for the physical or psychological safety of students, consult the ministerial guide for school service centers and private educational institutions entitled *The verification of judicial records and behaviors that may reasonably cause concern for the physical or psychological safety of students*.

5 Discretion, confidentiality, and protection of personal information

- 5.1 Any staff member or person called upon to work with or be in contact with minor or disabled students must act with discretion, caution, and discernment, respecting the privacy of students and other staff members, regarding confidential information they become aware of in the performance of their duties, including confidences made to them.
- 5.2 Any staff member or person called upon to work with minor or disabled students must review and use only the personal information necessary for the performance of their duties and carry out any communication of personal information in accordance with the applicable provisions.

In the latter case, communication must be made in an appropriate, secure, respectful manner and in a way that avoids unduly harming the person concerned.

- 5.3 Any staff member or person called upon to work with minor or disabled students must respect the right to one's image, by obtaining the consent of the parent or guardian of the minor student or that of the student themselves, if they are of age, for any taking or dissemination of photographs, video recordings, screenshots, etc. They must also ensure that these are in line with the mission of the School Organization.

6 Integrity, probity, and transparency

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

Use and management of property and resources

- 6.2 Any staff member or person called upon to work with minor or disabled students must contribute to the performance of their duties to the sound management of public funds.
- 6.3 Any staff member or person called upon to work with minor or disabled students must make responsible, secure, and fiduciary use of the property and educational, material, and technological resources made available to them by the School Organization or one of its establishments and avoid using them for personal purposes or those of a third party, unless authorized to do so.

This duty implies acting as an ethical citizen in the digital age and adopting a critical and informed stance regarding the use of digital technology.

- 6.4 Any staff member or person called upon to work with minor or disabled students must act with prudence, care, and probity and avoid participating, directly or indirectly, in theft, fraud, maneuvers of corruption or collusion, falsification of documents or 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 Every staff member or 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 interest and the duties of their position, which includes any situation of apparent 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, and which is reasonably likely or could reasonably appear likely to influence their decisions, judgment, or professional conduct.

- 6.6 A staff member or person called upon to work with minor or disabled students or to be in contact with them must perform their duties in a way that does not unduly influence a decision or directly or indirectly obtain a benefit for themselves or a third party.
- 6.7 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must refuse any gratuity (gift, donation, advantage, compensation, favor, etc.), unless it is a token of recognition of symbolic or modest value that cannot have the effect of influencing their decisions, judgment, or professional actions or be perceived as such.

7 Professionalism, Competence, and Commitment

- 7.1 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must provide the expected work performance, fully assume the role assigned to them, and demonstrate diligence in the performance of their duties.
- 7.2 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must demonstrate professionalism and act responsibly with rigor, objectivity, diligence, and vigilance.
- 7.3 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must perform their duties with competence and offer quality services by actively contributing to the student's educational success and development.

This duty implies that they develop and keep their knowledge up to date, particularly through continuing education.

- 7.4 Every staff member or 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, particularly with their peers, cooperation, support, and the sharing of good practices.

This duty of collaboration is essential with respect to individuals who provide services to a student with a disability or in difficulty adapting or learning for whom an intervention plan is established.

- 7.5 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must participate actively and positively in school life by contributing to the development of their community.
- 7.6 Every staff member or 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 expected practices and conduct, in addition to committing to respect them and promote their respect.

8 Loyalty and Duty of Reserve

- 8.1 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must act with loyalty towards the School Organization and its establishments, respecting and adhering to their mission, values, commitment plan for success, and educational project, both during their employment or mandate and afterwards.
- 8.2 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must demonstrate reserve and moderation in the public expression of their opinions, refraining from making remarks that concern the School Organization, its partners, its employees, its students, or their parents and that could harm their image or reputation.
- 8.3 Every staff member or 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 harm the image or reputation of the School Organization.
- 8.4 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must demonstrate prudent, judicious, and professional use of the Internet, traditional media, and social networks, even outside of working hours and locations, in respect of the mission and values of the School Organization.
- 8.5 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must avoid expressing themselves on behalf of the School Organization, particularly in traditional and social media, or giving the impression that they are doing so, unless expressly authorized.
- 8.6 Every staff member or person called upon to work with minor or disabled students or to be in contact with them must obtain authorization from their immediate supervisor to publish a text when its content appears to emanate from the School Organization or has been produced as part of their duties.

Reporting

Breach of the Code of Ethics

Any staff member or person called upon to work with minor or disabled students or to be in contact with them 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 cause concern for the physical or psychological safety of students.

Procedures for Reporting a Breach of the Code of Ethics

A person who claims to be experiencing harassment may request verbally or in writing that the Head of School where they work intervene with the person who initiated the harassment situation.

The Head of School or the person responsible for the investigation shall ensure:

- Examining the complaint;
- Commencing their investigation within a reasonable time;
- Meeting with the parties, obtaining the names of witnesses and meeting with them in person, by telephone or email;
- Obtaining written and signed statements from the parties and witnesses;
- Advising those concerned that the statements obtained are subject to applicable legislation on the protection of personal information;
- Honoring the right to be heard of the person who initiated the harassment situation;
- Determining whether the allegations are founded or not;
- Preparing an investigation report containing a summary of the allegations and the evidence obtained;
- Analyzing the evidence and determining whether the complaint, in part or in whole, is founded, unfounded or vexatious.

Dissemination and Application

- The Head of School as well as the establishment and service managements are responsible for the dissemination and promotion of 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 operate in their School Organization or their administrative unit to ensure its application.
- Every staff member or person called upon to work with minor or disabled students or to be in contact with them receives a copy of this code of ethics.
- The Head of School, supported by the School Organization and service managements, is responsible for the application of this code of ethics.
- The School Organization publishes this code on its website and makes it otherwise accessible to anyone who requests it.

Sanction

A breach of this code of ethics may result, by the decision 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 severity of the breach.

Evaluation and Update

An evaluation of this code of ethics is carried out by the School Organization at the end of each school year in order to provide for an update when required.

Entry into Effect

This code of ethics comes into effect on May 5, 2025.