Code of ethics applicable to staff members and to any person required to work with minor students or students with disabilities, or be in contact with them

ECOLE YALDEI

Hereinafter "Yaldei"

Effective Date: October 23, 2026

Contents

Preamble 3
Legal and Regulatory Framework 3
Objectives 4
Scope of Application 4
Definitions 4
Principles 5
Practices and Conduct Expected 5
1. Respect, Civility and Kindness 5
2. Justice, Equity and Neutrality 6
3. Professionalism 6
Professional Distance 6
Dress and Appearance 6
Drugs and Alcohol 7
4. Safety, Health and Well-Being 7
5. Discretion, Confidentiality and Protection of Personal Information 8
6. Integrity, Probity and Transparency 8
Use and Management of Assets and Resources 8
Conflict of Interests and Gifts 9
7 Professionalism, Expertise and Commitment 9
8 Loyalty and Duty of Confidentiality 10
Reporting 10
Dissemination and Application 11
Sanctions 11
Evaluation and Update 11
Effective Date 11

Preamble

Pursuant to section 54.0.1 of the Act Respecting Private Education (chapter E-9.1), Yaldei must adopt, in the form prescribed by the Minister, a Code of Ethics applicable to its staff members and to any person required to work with minor students or students with disabilities or be in contact with them.

This code must set out, in particular, the practices and conduct expected of persons required to work with minor students or students with disabilities or be in contact with them. In addition, the code must set out the obligation to report to Yaldei without delay any failure to comply with its provisions that could reasonably pose a threat for the physical or psychological safety of the students. The code must be published on Yaldei's website and made otherwise accessible to any person who requests it.

All staff members of Yaldei and all persons required to work with minor students or students with disabilities or be in contact with them must refer and adhere to this code, which states the ethical principles they must follow and some of the practices and conduct expected of them.

The expected practices and conduct in the code are not exhaustive, shall not limit Yaldei's management rights, and are to be interpreted in a broad and liberal manner. Even if a practice or conduct that is either expected or to be avoided is not included in the code, a staff member or a person required to work with minor students or students with disabilities or be in contact with them shall not be exonerated from the consequences of their inappropriate or improper behaviour.

This code does not replace and shall not limit the scope of any obligation related to the conduct of a staff member or a person required to work with minor students or students with disabilities or be in contact with them provided for in any law, regulation, collective agreement, policy, agreement, contract or any other framework, or in the rules of conduct adopted by a governing board. Also, it does not replace any other rules of professional conduct applicable to a staff member or a person required to work with minor students or students with disabilities or be in contact with them as a result of their membership in a professional order or association.

Legal and Regulatory Framework

The code of ethics complies with the current legal and regulatory framework, in particular:

- The Canadian Charter of Rights and Freedoms, Constitution Act, 1982, Schedule B to the Canada Act 1982 (UK), 1982, c. 11;
- The Charter of Human Rights and Freedoms (CQLR, c. C-12);
- The Charter of the French Language (CQLR, chapter C-11);
- The Civil Code of Québec (CQLR, c. CCQ-1991);
- The Act respecting the laicity of the State (CQLR, chapter L-0.3);
- Act to foster adherence to State religious neutrality and, in particular, to provide a framework for requests for accommodations on religious grounds in certain bodies (CQLR, c. R-26.2.01);
- The Education Act (CQLR, c. I-13.3);
- The Act respecting access to documents held by public bodies and the protection of personal information (CQLR c. A-2.1);
- The Act respecting contracting by public bodies (CQLR, c. C-65.1);
- The Act respecting labour standards (CQLR, c. N-1.1);
- The Act respecting occupational health and safety (CQLR, c. S-2.1);
- The Youth Protection Act (CQLR, c. P-34.1);

- Anti-Corruption Act (CQLR, c. L-6.1);
- The Act to facilitate the disclosure of wrongdoings relating to public bodies (CQLR, c. D-11.1);
- Applicable collective agreements, employment contracts and service agreements; and
- Applicable rules of professional conduct

Objectives

The objectives of the code of ethics are as follows:

- Set guidelines concerning the practices and conduct expected of all of Yaldei's staff members and all persons required to work with its minor students or students with disabilities or be in contact with them.
- Promote reflection and accountability in order to encourage critical judgment in decision-making, and foster the development of moral values and professional ethics.
- Help Yaldei, its institutions and the education system establish and cultivate a trusting relationship with students, parents, the education community and the general public.

Scope of Application

This Code applies to all members of Yaldei School personnel and to any person required to work with minor students or students with disabilities, or be in contact with them. This includes, as applicable, employees, administrators, teachers, teaching assistants, behavioural and clinical personnel, professionals, volunteers, contractors, consultants, interns, placement students and other persons acting on behalf of or within the school.

Persons subject to this Code must comply with it whenever their duties or activities bring them into contact with students, including during school activities, transportation, outings, extracurricular activities, virtual interactions and other activities connected with Yaldei School.

Definitions

Staff member / Member of Yaldei's personnel
Member of Yaldei's support, management, professional or teaching staff, or any other employee of Yaldei, including senior executives

Person required to work with minor students or students with disabilities or be in contact with them
Person who is not a staff member of Yaldei, but who is required to work with its minor students or students with disabilities or be in contact with them in the capacity of, without limitation, a trainee, practicum supervisor, volunteer (including parent volunteers), coach, person in charge of extracurricular activities, or any other person offering services under an agreement or contract.

Minor student
Student under the age of 18 enrolled in an educational institution, vocational training centre or adult education centre, or any person under the age of 18 receiving appropriate instruction at home as well as services provided by Yaldei.

Student with disabilities
Student recognized as being disabled within the meaning of the *Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration* (CQLR, c. E-20.1) and who is

enrolled in an educational institution, vocational training centre or adult education centre, or any person recognized as such who is receiving appropriate instruction at home as well as services provided by Yaldei.

Rules of conduct

Code of conduct, operating rules or any other similar framework proposed by the director or principal and approved by the governing board.

Principles

The code of ethics reflects the following principles on which each person's actions and decisions must be based:

- All students, staff members and persons required to work with minor students or students with disabilities or be in contact with them are entitled to personal safety, well-being and freedom, the safeguard of their dignity, honour and reputation, and respect for their privacy.
- Schools must protect and promote the basic rights and freedoms of their staff, students and others working with them, which are guaranteed under the charters of rights and freedoms, and make sure that they are exercised with due regard to the democratic values of Québec society, and to gender equality;
- In the interest of equal opportunity, every student has the right to quality educational services fostering their overall development, success, and social and workplace integration;
- All persons must be able to study or work in an environment that is healthy, safe, stimulating, and conducive to learning, accomplishment and the achievement of their full potential;
- No form of violence, bullying or harassment will be tolerated at school and must be strongly condemned;
- Adults at school are inspiring and meaningful role models for students as well as authority figures, and their conduct must be exemplary and reflect positive values;
- Schools must convey a vision of educational success in line with students' potential, needs, differences and aspirations, and the values of equality, equity and social justice.

Practices and Conduct Expected

1. Respect, Civility and Kindness

1.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must conduct themselves with respect, civility, politeness and courtesy in every circumstance with students, parents, staff members and people with whom they must interact in carrying out their duties, especially when communicating orally or in writing, in order to ensure a quality and fulfilling learning and work environment.

This duty applies in particular when expressing one's reservations or disagreement with a staff member's opinion, or with an orientation or decision of the Educational Organization.

1.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must show consideration, empathy and kindness by fostering positive relationships with others, supporting them and adopting an approach based on mutual understanding and dialogue in order to resolve conflicts.

1.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must follow and promote the institution's rules of conduct and the related standards of responsible citizenship.

2. Justice, Equity and Neutrality

2.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must behave in a just and equitable manner, taking each person's needs and differences into account.

2.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must offer services without distinction, exclusion or preference based, among other things, on race, colour, sex, gender identity or expression, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability.

2.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must avoid promoting their own political beliefs and personal or religious convictions, and must be prudent and objective when addressing these topics with students.

3. Professionalism

3.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must show professionalism, restraint and judgment.

3.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must abstain from holding positions or carrying out activities that are incompatible with their duties within the Educational Organization

Professional Distance

3.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must, inasmuch as they are in a situation of authority, maintain a professional distance from all students, even outside class hours, and must, in particular, avoid:

- establishing relationships other than professional relationships with students (friendships, intimate or romantic relationships)
- any situation that could create ambiguity in their relationships with students (accepting an invitation, participating in an activity or event outside a school context)
- any social media communication with students outside a school context

Dress and Appearance

3.4 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must dress appropriately at work, observe the applicable provisions of the institution's rules of conduct, and exercise critical judgment in their choice of attire and the messages conveyed by it. This duty applies to work on the premises of the Educational Organization as well as to distance education and activities outside the school setting.

3.5 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must make sure that their use of social media is consistent with the image they must project as a role model, in particular by considering the appropriateness of providing certain types of information (e.g. photos, videos) or by limiting access to them.

Drugs and Alcohol

3.6 All staff members and persons required to work with minor students or students with disabilities or be in contact with them must abstain from consuming, providing or serving, at the workplace or when exercising their duties outside the workplace, alcoholic beverages, legal or illegal drugs, or any other substances likely to affect a person's judgment or interfere with the safe performance of their work.
The foregoing does not apply to the consumption of alcoholic beverages permitted by the Educational Organization in exceptional circumstances (e.g. a social gathering).

3.7 Staff members and persons required to work with minor students or students with disabilities or be in contact with them must not be present in the workplace, carry out their duties or be in the presence of students if they are impaired by alcohol, a legal or illegal drug, or a substance that could alter their judgment or interfere with the safe performance of their work.

4. Safety, Health and Well-Being

4.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must act with prudence, and take the necessary measures to ensure their own health and safety and that of others, especially students.

4.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must adopt attitudes and behaviours free of any verbal or physical violence. The following are prohibited in particular:

- aggressive speech, behaviour and gestures
- verbal, written or physical threats
- an aggressive tone of voice (e.g. yelling, screaming)
- degrading, racist, sexist or otherwise inappropriate language
- sexual speech, behaviour and gestures
- any form of bullying or harassment
- disregard for such behaviour or failure to intervene where required

4.3 Physical intervention with a student should only be used as a last resort, when the risk assessment points to an emergency situation requiring immediate action aimed solely at ensuring the safety of the student or others. When it is necessary to restrain a student and the intervention can be planned, it must comply with a protocol based on the "Reference Framework for Control Measures in Schools" and be reported to the director or principal without delay. Additionally, an incident report must be completed.

4.4 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must, when a student or staff member confides in them, be attentive to any signs of distress and refer the person to the appropriate resource if needed (e.g. the Director of Youth Protection [DYP]).

4.5 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must contribute to the implementation of the anti-bullying and anti-violence plan, and make sure that no students at the school to which they are assigned are victims of bullying or violence.

4.6 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them and who, in carrying out their duties, reasonably believe that a teacher committed a serious fault in carrying out their duties, or an act derogatory to the honour or dignity of the teaching profession involving behaviour that could create a reasonable fear for students' physical or psychological safety, must report the situation to the Minister without delay. *(For a review of the criteria for determining whether conduct could create a reasonable fear for students' physical or psychological safety, see the Ministère's guide for school service centres, school boards and private educational institutions, "La vérification des antécédents judiciaires et des comportements pouvant raisonnablement faire craindre pour la sécurité physique ou psychologique des élèves" (in French only).)*

5. Discretion, Confidentiality and Protection of Personal Information

5.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must act with discretion, caution and discernment by respecting the privacy of students and other staff members when it comes to the confidential information they learn in carrying out their duties, in particular any personal information entrusted to them by the person in question.

5.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must collect and use only the personal information necessary to carry out their duties and communicate it in accordance with the applicable provisions in this regard.
Such information must be communicated in an appropriate, secure and respectful manner, and in such a way as to avoid causing undue harm to the person in question.

5.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must respect image rights by obtaining the consent of a minor student's parent or guardian or the consent of a student aged 18 or over before taking or distributing photographs, videos, screen shots, etc. They must also make sure that these images are in line with the Educational Organization's mission.

6. Integrity, Probity and Transparency

6.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must act with integrity, good faith and transparency in order to maintain parents' and the public's trust in the Educational Organization and the education system.

Use and Management of Assets and Resources

6.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must contribute to the sound management of public funds in carrying out their duties.

6.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must make responsible, safe and careful use of the educational, material and technological

assets and resources made available to them by the Educational Organization or one of its institutions, and avoid using them for personal or third-party use, unless they receive prior authorization to do so.
This implies acting as an ethical citizen in the digital age, and adopting a critical and informed approach to the use of digital media.

6.4 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must behave with prudence, care and probity, and avoid participating directly or indirectly in any theft, fraud, corruption, collusion, falsification of documents, breach of trust or any other similar negligence, misconduct or reprehensible act, in particular with respect to a contract.

Conflict of Interests and Gifts

6.5 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must avoid placing themselves in situations where there could be a real or perceived conflict between their personal interests and their professional duties.
If such a situation should arise, they must report in writing to their immediate supervisor any potential, actual or perceived conflict of interest, or any other circumstance they know of that could reasonably, or reasonably be perceived to, influence their decisions, judgment or work.

6.6. Staff members and persons required to work with minor students or students with disabilities or be in contact with them must carry out their duties in such a way as to not unduly influence a decision, or obtain a direct or indirect benefit for themselves or a third party.

6.7 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must refuse all gifts (e.g. presents, donations, benefits, compensation, favours) unless it is a token of recognition of symbolic or modest value that cannot influence or appear to influence their decisions, judgment or work.

7 Professionalism, Expertise and Commitment

7.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must perform the required work, fully play the role they have been assigned and show diligence in carrying out their duties.

7.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must act in a professional and responsible manner, with attention to detail, objectivity, diligence and vigilance.

7.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must carry out their duties competently and offer quality services by contributing actively to students' educational success and development.
This involves developing their knowledge and keeping it up to date, in particular through ongoing education.

7.4 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must carry out their duties with commitment, fostering collaboration with peers, co-operation, support and the sharing of best practices.

Such collaboration is essential on the part of persons who provide services to students with disabilities, social maladjustments or learning disabilities for whom an individualized education plan has been established.

7.5 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must participate actively and positively in school life and contribute to the development of their community.

7.6 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must know and understand the ethical standards and expected practices and conduct, and commit to complying and promoting compliance with them.

8 Loyalty and Duty of Confidentiality

8.1 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must remain loyal to the Educational Organization and its institutions by adhering to their mission, values, commitment-to-success plan and educational project during their employment or mandate and thereafter.

8.2 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must act with reserve and moderation in any public display of their opinions and avoid saying things about the Educational Organization or its institutions, partners, employees, students or their parents that could harm their image or reputation.

8.3 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must also avoid taking part directly or indirectly in activities that could harm the image or reputation of the Educational Organization or one of its institutions.

8.4 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must make prudent, judicious and professional use of the internet and traditional and social media, even outside of the workplace and working hours, and abide by the mission and values of the Educational Organization and one of its institutions.

8.5 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must avoid speaking on behalf of the Educational Organization or one of its institutions in traditional or social media, or give the impression that they are doing so, unless they are expressly authorized to do so.

8.6 All staff members and all persons required to work with minor students or students with disabilities or be in contact with them must obtain the authorization of their immediate supervisor before publishing a text whose content appears to emanate from the Educational Organization or one of its institutions, or that was written in the exercise of their duties.

Reporting

Breach of code of ethics All staff members and all persons required to work with minor students or students with disabilities or be in contact with them and who witness or are informed of a breach of any provision of this code of

ethics must report it to the Educational Organization without delay if it could reasonably pose a threat to the students' physical or psychological safety.

To report a breach, send an email to: Wendy Comba (wendyc@yaldei.org)

Dissemination and Application

- The school principal in conjunction with the school administrative team is responsible for disseminating and promoting this code of ethics among staff members and all persons required to work with minor students or students with disabilities or be in contact with them in their institution or administrative unit, and for ensuring its application.
- All staff members and all persons required to work with minor students or students with disabilities or be in contact with them shall receive a copy of this code of ethics.
- The principal of the Educational Organization, supported by the school administrative team, is responsible for applying this code of ethics.
- The Educational Organization shall publish the code of ethics on its website and make the code otherwise accessible to any person who requests it.

Sanctions

A breach of this code of ethics may, by decision of the hierarchical authority concerned and in accordance with the collective agreements, labour agreements and service agreements or contracts in effect, result in the application of sanctions commensurate with the nature and severity of the breach.

Evaluation and Update

The Educational Organization shall evaluate this code of ethics at the end of each school year and update it as needed.

Effective Date

This Code of Ethics shall take effect on October 23, 2026.