



Building a stronger community

## TLE's Code of Ethics | Code of Conduct

All members of The Learning Exchange (TLE) are expected to observe the following Code of Ethics and Code of Conduct:

### RESPECT

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

### DIGITAL CODE OF CONDUCT

All members are expected to follow the Digital Code of Conduct. **Meeting Space** Set up in an appropriate space for teaching and learning online (e.g. living room, kitchen, desk, etc.). **Mute Your Mic** Limit background noise (e.g. avoid music, video games, television, etc.) and mute your mic (turn it off) when not speaking. **Video** Please be ready to have your video on for the whole session. Avoid activities such as smoking. **Respect** Always be respectful and use appropriate language. **Dress Code** Please dress as you would for in-class teaching and learning. **Sharing** Don't post or share (even privately) inappropriate material.

### CONFIDENTIALITY

All members of TLE must willingly sign the following Confidentiality Statement and hold in strict confidence, all information acquired through service with TLE, making no reference, inside or outside the organization, to a student's identity, academic standing or personal affairs.

## Confidentiality Statement

I, the undersigned, do willingly promise to hold in confidence all matters that come to my attention through my association with The Learning Exchange, including information and material from and about students and matters regarding employees and volunteers. As a council member I understand I am expected to observe TLE's Policy & Procedures, Code of Ethics and Digital Code of Conduct.

I will respect the privacy of the people with whom I associate and confer appropriately with those designated as my supervisors and/or administrators. I will use in a responsible manner, any information gained in the course of my association with The Learning Exchange.

\_\_\_\_\_  
TLE member's name

\_\_\_\_\_  
TLE member's signature

\_\_\_\_\_  
Date

Darlene Brown

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TLE Executive Director

  
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Executive Director's signature