

<i>Policy</i>	<i>Title</i> <b>Staff Ethics/Conflict of Interest</b>	<i>Code</i> <b>GBEA</b>
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***HOLLISTON***

The Holliston School Committee expects members of its professional staff to be familiar with the MA code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school district.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not use any data where information concerning customer, client, or employer originates from any information available to them through school sources to engage in any work outside of the district.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to them.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees shall submit the completion certificate and should keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent or School Committee member shall file public notice with the School Committee and the Town Clerk at least two weeks prior to executing the hiring in accordance with the law.

First Reading:	8/25/2022
Second Reading:	10/13/2022
Third Reading:	Waived
Policy Adopted:	10/13/2022
Policy Amended:	
Policy Reviewed:	
Legal References:	M.G.L. <a href="#">71:52</a> ; <a href="#">268A:1</a> et seq.

	Source MASC September 2016
Policy Cross Reference:	
Procedure Reference:	

10/20/22 LD