

CODE OF ETHICS

CLASSIFIED PERSONNEL:

- Will treat fellow employees with respect and dignity.
- Will strive to set and maintain the highest ethical and moral conduct by setting an example for all employees to follow.
- Shall take responsible measures to protect the health, safety and emotional well-being of all workers.
- Shall not use professional relationships or authority for personal advantage.
- Shall keep in confidence information obtained in the course of work unless disclosure serves professional purposes or is required by law.
- Shall not make false or malicious statements about fellow workers.
- Shall refrain from subjecting fellow workers with embarrassment or disparagement.
- Shall not engage in any sexual related behavior. Sexually related behavior shall include such behaviors as sexual jokes, sexual remarks, sexual kidding or teasing, sexual innuendoes, pressure for dates or sexual favors, or inappropriate physical touching.
- Will become thoroughly familiar with school rules and regulations.
- Will cooperate with administration in carrying out school rules and regulations and report irregularities that violate school policy.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair professional judgment, and shall not offer any of these to obtain special advantage.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall not knowingly falsify or misrepresent records or facts relating to responsibilities or position.