

PROFESSIONAL CONDUCT

It is appropriate for all instructors, support staff, and administrators of Baldy View ROP to adhere to high standards of professionalism in order to provide a positive role model to the students, parents and members of the community we are here to serve.

Baldy View ROP employees' conduct should be characterized at all times by personal courtesy and professional integrity. Employees are expected to demonstrate to students, parents, fellow employees, district colleagues, and community members: attentiveness, courtesy, respect, diligence, punctuality, honesty, fairness, cooperation, and dedication to the proper administration of Baldy View ROP.

Conduct that may be characterized as uncivil, abrasive, hostile, or obstructive impedes the fundamental goals and objectives of Baldy View ROP.

The following standards are designed to encourage all employees to meet their obligation to each other and thereby achieve the goals of civility and professionalism, both of which are hallmarks of a learned profession dedicated to public service.

All employees need to make a mutual and firm resolution to these standards to improve the administration of Baldy View ROP and enhance the service we provide to our community.

Nothing in these standards supercedes or detracts from existing disciplinary codes or alters existing rules and regulations that determine employee misconduct or negligence.

Standards of Conduct

- A. An employee should treat all fellow employees, or other interested parties, in a civil and courteous manner, not only in the workplace setting but also in all other written and oral communications. An employee will not be abusive or indulge in offensive conduct or language, disparaging or sarcastic remarks, or acrimony toward fellow staff or outside parties.
- B. An employee should not encourage or knowingly authorize any person under their control or direction to engage in conduct that would be considered improper.
- C. An employee should not confront fellow staff members on the cause of improper conduct or motives on matters based on unfounded accusations or hearsay.
- D. Employees should not disseminate, or allow to go unchallenged, false or misleading information having significant consequences to Baldy View ROP.
- E. All employees should strive to share their knowledge and skills with their colleagues in order to promote teamwork and achieve success for Baldy View ROP.
- F. All employees will endeavor to enhance the public understanding of Baldy View ROP.
- G. All employees will accept responsibility for their work and meeting their individual commitments.

- H. All employees shall maintain their competencies at the standards necessary to successfully carry out their job duties.
- I. Employees should seek appropriate action on reasonably certain knowledge of unethical conduct on the part of a fellow employee.
- J. Employees will obey all laws and policies applicable to Baldy View ROP and will not counsel nor assist any person to act in any way to violate these laws. Employees will inform appropriate staff if they become aware of illegal actions.
- K. Employees should strive to give full acknowledgement to the work of others in the successful completion of their individual duties and assignments.
- L. All employees should make sincere efforts to resolve objections or disagreements with fellow staff members in a professional, courteous and expedient manner.
- M. All employees should foster a spirit of cooperation toward the mutual goal of enhancing the prosperity of Baldy View ROP.