



Employee Handbook - Offduty Conduct Policy, School Ethics/Conflicts of Interest, & Community Relations

Offduty Conduct Policy

While the School does not seek to interfere with all of the offduty and personal conduct of its employees, certain types of offduty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School's integrity, reputation, or credibility. Illegal or inappropriate offduty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his/her job will not be tolerated and may be grounds for termination from employment. Nothing in this policy is intended to infringe upon an employee's right to discuss wages, or other terms and conditions of employment.

School Ethics/Conflicts of Interest

Employees of Presidio Hill School are expected to act in the School's best interests and avoid situations that create an actual or potential conflict of interest. A conflict of interest arises when a personal and/or external interest or activity interferes with an employee's ability to make sound, objective business or educational decisions on behalf of the School. Despite the best of intentions, even the appearance of a conflict of interest can be harmful to the School.

While it is impossible to address every situation that could create an actual or potential conflict of interest, this policy describes some common situations that might arise, including situations related to gifts and financial interests in other companies and organizations. If an employee is not sure whether a particular situation creates an actual or potential conflict of interest, he/she should seek guidance from the Head of School:

- 📌 **Financial Interests in Outside Companies and Organizations:** A conflict of interest can arise if an employee or his/her family member has a financial interest in a company or organization with which the School does business. For example, an employee's spouse may own or work for a business that provides goods or services to the School. This would not necessarily disqualify the spouse's company from doing business with the School; however, the School would need to evaluate any transaction with that company or organization to determine whether the potential transaction is in the School's best interests. Employees are required to inform the Head of School promptly of any such financial interests to the extent that they might create an actual or potential conflict of interest.
- 📌 **Performing Any Paid Work for School Families:** Employees are prohibited from performing any outside services – whether paid or unpaid – for a family of any enrolled student, unless otherwise approved in advance and in writing by the Head of School. Outside services include but are not limited to tutoring, childcare, and individual lessons outside of the School, such as music, art or language lessons.
- 📌 **Outside Employment:** Current employees who wish to engage in additional employment, including selfemployment, must submit a written request to the Head of School explaining



the details of the additional employment. At the time of hire, new employees must disclose all outside employment, including selfemployment, to the Head of School in writing. Employees may engage in additional employment, including selfemployment, only with the prior written authorization from the Head of School. Authorization to engage in additional employment can be revoked at any time in the Head of School's sole discretion. The School strictly prohibits additional employment, including selfemployment, that:

- Conflicts with an employee's work schedule, duties and responsibilities with the School;
- Creates a conflict of interest or is incompatible with an employee's employment with the School;
- Impairs or has a detrimental effect on an employee's work performance with the School;
- Requires the employee to conduct work or related activities on the School's property during School working hours or using the School's facilities and/or equipment; and
- Directly or indirectly competes with the business or the interests of the School.

📌 **Personal Profit from Opportunities Obtained By Reason of Position with the School:**

Employees are prohibited from seeking, or actually personally profiting from, opportunities, or taking personal advantage of opportunities, which are obtained by reason of their position with the School. For example, asking students to purchase private goods or services from the employee or the employee's family (e.g., purchasing Girl Scout cookies) is strictly prohibited.

📌 **Violation of School's Policy on Gifts:** Employees are required to comply with the School's Policy on Gift Acceptance. In addition, employees are strictly prohibited from seeking or accepting gifts that are given by students and/or parents in exchange for a specific service that the employee provides within the course and scope of his/her position with the School. For example, seeking or accepting a gift from a student in exchange for preparing a letter of recommendation is strictly prohibited.

Violation of this policy may result in disciplinary action up to and including termination.

Community Relations

Employees are expected to be polite, courteous, and attentive to everyone within the School community, including students, parents, parents of prospective students, and other employees. When a situation arises where the employee does not feel comfortable or capable of handling a problem with another party, the Head of School or the Lower or Middle School Director should be contacted immediately. Nothing in this policy is intended to infringe upon an employee's right to discuss terms and conditions of employment, including wages and working hours.