

522 STAFF CONDUCT

Employees must, at all times, comply with all applicable laws and regulations. The District will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The District does not permit any activity that fails to stand the closest possible public scrutiny.

All staff conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being in any way, in contravention of the laws and regulations governing the District. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to administration, who, if necessary, should seek the advice of legal counsel.

General Conduct:

Employees are expected to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Employees must not engage in harassment (sexual or otherwise), or conduct themselves in a way that could be construed as such, for example, by using inappropriate language or gestures, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest:

Employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the District. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the District, they should immediately communicate all the facts to their immediate supervisor.

Outside Activities, Employment, and Directorships:

All employees share a serious responsibility for good public relations within the District as a whole. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the District and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the School District that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the District of their best efforts on the job.
- Create a conflict of interest – an obligation, interest, or distraction – that may interfere with the independent exercise of judgment in the District's best interest.

Relationships with Suppliers:

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the District, or that provides goods or services, or both to the District, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the District.

Gifts, Entertainment, and Favors:

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the District might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions:

Regarding the District's business activities, employees may not receive payment or compensation of any kind. In particular, the District strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Funds, Supplies, and Equipment:

Employees who have access to District funds in any form must follow the prescribed procedures for recording, handling, and protecting money as prescribed by District policy and procedures. The District strictly forbids fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they should immediately inform the District Administrator. District funds, supplies, and equipment are for District purposes only and not for personal use.

Records and Communications:

Accurate and reliable records of many kinds are necessary to meet the District's legal and financial obligations and to manage the affairs of the District. The District's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to false expense, attendance, production, financial, or similar reports and statements.

Dealing With Outside People and Organizations:

Employees must take care to separate their personal roles from their positions

within the District when communicating on matters not involving District business. Employees must not use District identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve the District, employees must not presume to speak for the District on any topic, unless they are certain that the views they express are those of the District and it is the position of the Board that such views be publicly disseminated.

When dealing with anyone outside the District, employees must take care not to compromise the integrity or damage the reputation of the District.

Approved: December 15, 2008

Revised: September 28, 2016