# ADMINISTRATIVE GUIDELINES:
# EMPLOYEE CODE OF CONDUCT (OH)

## 2.0 BOARD-EXPECTED BEHAVIORS

### TROTWOOD-MADISON CITY SCHOOL DISTRICT EMPLOYEE CODE OF EXPECTED BEHAVIORS

### Board of Education-Approved Employee Code of Conduct Expected Behaviors

Each Trotwood-Madison Board of Education employee shall:

1. Report to work fit for duty and remain fit while on duty, as articulated in the employee's job description.
2. Prepare for and perform all assigned duties as required and/or directed.
3. Comply with justifiable directives issued by duly recognized sources of authority.
4. Identify, report, and if practical, control unsafe conditions and/or safety hazards to maintain a safe and secure working and/or learning environment.
5. Demonstrate respect, fairness, and dignity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply with federal laws, state statutes, and Trotwood-Madison Board of Education policies that prohibit/conduct that is coercive, retaliatory, harassing, intimidating, bullying, discriminating, or threatening.
7. Communicate truthfully and honestly with regard to any matter of interest to the Trotwood-Madison Board of Education and ensure that all records, disclosures, or other written communications are complete, fair, accurate, timely, and understandable.
8. Acquire, use, maintain, and dispose of Trotwood-Madison Board of Education assets in an ethical and responsible manner in accordance with board policies, procedures, and Ohio Revised Code.
9. Maintain the confidentiality of information as required under federal laws, state statutes, and Trotwood-Madison Board of Education policies.
10. Use established protocols to report actions or behaviors that may represent one or more violations of federal law, state statute, or Trotwood-Madison Board of Education policy.
11. Refrain from activities outside of the contract day that may reasonably interfere with his or her ability to effectively perform duties as assigned or the legitimate operational interests of the Trotwood-Madison Board of Education.
12. Comply with all established federal laws, state statutes, and Trotwood-Madison Board of Education policies as well as established operational routines or procedures.

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