Code of Ethics

The Board is committed to ensuring that the District effectively uses public resources to provide the best education possible to all students in the District. This Code of Ethics is designed to assist the District in maintaining this focus upon academic success and public accountability by setting common expectations for ethical conduct on the part of all District employees. For purposes of this policy, the term “employees” shall include those employed by the District as well as Board Members and volunteers.

The tenets of the Code of Ethics are as follows:

1. **Maintain the Public Trust** – Employees are expected to promote and maintain the public’s trust in the District. Employees must be honest in their communications with other employees, the Board, state auditors, students, families, community member and with all of those with whom the District does business.

2. **Treat Others with Fairness, Dignity, and Respect** – Employees are expected to treat each other, students, families, and members of the community fairly and with dignity and respect.

3. **Refrain from Using Position for Personal Gain** – Employees may not use their position in the District for personal or private gain. Except for occasional and limited personal use that does not interfere with the performance of duties or convey the appearance of impropriety, District employees may not use district equipment, supplies, or resources for non-District purposes.

4. **Avoid Conflicts of Interest** – Employees may not hold financial interests, outside employment, or engage in outside activities that interfere with or conflict with the performance of their official duties.

5. **Gifts** – Employees may not accept gifts, services, travel, entertainment, jobs for immediate family members, or anything of value from an existing vendor or a party that seeks to do business with the District if doing so could improperly influence a business relationship, create the appearance of impropriety, or impose an obligation upon the District to award business, offer employment, or give anything else of value to a third party.

6. **Exercise Care in Hiring, Assigning, Promoting, and Supervising** – Employees must avoid nepotism and the appearance of impropriety in hiring, assigning, promoting, and supervising other employees. No employee shall be directed or permitted to engage in personal services or non-District work during work hours.
7. Prevent Waste, Fraud, and Misuse of Resources – Employees shall not engage in waste, fraud, or misuse of resources and are expected to report any such conduct to appropriate personnel, the Board, the District’s fraud hotline, or the State Auditor.

8. Abuse of Authority – Employees shall not use their position within the District to intimidate, threaten, or retaliate against any person in an effort to interfere with the disclosure of potentially improper activities within the District.

9. Comply with Applicable Laws – Employees are expected to comply with all applicable laws and regulations.

10. Respect Confidentiality and Privacy – Employees who have access to confidential information must refrain from disclosing such information to persons who are not legally entitled to receive it. Employees shall not engage into any unwarranted intrusion into the privacy of others while carrying out their duties on behalf of the District.

The District shall ensure that all employees are provided with a copy of this Code of Ethics on an annual basis. Employees are expected to review and acknowledge the responsibilities set forth in the Code of Ethics.

The District shall provide regular ethics training to all levels of employees for the purposes of reinforcing the District’s commitment to ethical conduct, encouraging principles of public service, and strengthening public confidence in the integrity of the District. The District shall consult as appropriate with the Ohio Ethics Commission in the planning and development of such ethics training.

[Adoption Date: January 26, 2010]

Cross References:
BI, Board Member Code of Conduct

Legal References:
O.R.C. Sections 102, 2921.42, 2921.43