

## EMPLOYEE ETHICS/ CONFLICT OF INTEREST

Every effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Evansville Community School District are expected to maintain high standards in their school relationships and conduct. These standards include the following:

- To place the welfare of children as the first concern of the District. Staff members shall not engage in activities that hamper efforts to educate the youth of the District.
- To display moral and ethical behaviors that model good citizenship, set a positive example for our students, and enlist the respect and appreciation of the Evansville community.
- To serve as positive role models to youth in appearance, mature behavior, cooperation, appropriate written and oral expression, civility, compassion, and positive mental attitude.
- To maintain just and courteous professional relationships with students, parents, staff members, and others.
- To present issues in a fair, unbiased and accurate manner and make limited references to personal convictions.
- To assume responsibility for their own professional growth by pursuing and applying current knowledge and best practices in their field.
- To transact all official business with the properly designated authorities of the District.
- To establish and actively promote friendly and intelligent cooperation between the community and the District.
- To refrain from pressuring school officials for appointment, privilege or promotion for self or immediate family.
- To refrain from using school contracts and privileges to promote partisan politics, sectarian religious views, or self interest in any way.
- To address concerns about other District employees, students, parents, and community members, or policies through appropriate district channels. The most effective and professional way of resolution is to bring the concern to the attention of

the administrator who has the responsibility for improving the situation. If this approach appears to be unsuccessful, the staff member is reminded and encouraged to use the chain of command, including the Board of Education.

- To properly use and protect all school properties, equipment, and materials.
- To refrain from disclosing confidential information gained through their position, for any reason, except as authorized or required by law, or using such information for personal gain or benefit.
- To adhere to the Wisconsin code of ethics for local government officials, employees, and candidates. To conduct themselves in a manner consistent with local, state or federal laws.
- To be aware that dealings with fund raising vendors or school suppliers can be sensitive, with issues of both law and ethics involved; therefore staff members shall not use their position for financial gain or to obtain anything of substantial benefit, direct or indirect, for themselves, their immediate family, or an organization to which they belong.

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in:

1. disciplinary action, up to and including discharge; and
2. referral to law enforcement authorities.

Legal Ref.: Sections 19.41-19.59 Wisconsin Statutes (Code of Ethics for Public Officials and Employees)

946.10 (Bribery of Public Officers and Employees)

946.12 (Misconduct in Public Office)

946.13 (Private Interest in Public Contract Prohibited)

Local Ref.: Policy #251 Exhibit – Organizational Chart – Lines of Authority