

## CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Employee Conduct**

Policy No. **4.08**

**Rationale:** Professional and ethical conduct is an expectation for all employees of the Connect Charter School. To this end, the board is committed to fostering a culture of mutual respect among all stakeholders of the school community and to make all reasonable efforts to ensure open, honest, and effective communication among employees, as well as to provide the means to facilitate grievances as required.

**POLICY:** The Board of Directors of the Connect Charter School subscribes to the Employee Code of Conduct that provides expectations for all staff members to conduct themselves in a respectful and ethical manner.

### **DEFINITION:**

**Employee Code of Conduct:** Any violent, intimidating, threatening or harassing behavior, or other misconduct, in any form, will not be tolerated in the classroom, workplace, or in any Connect Charter School sponsored activity.

The Code of Conduct expectations include but are not limited to:

- a. Adherence to all applicable laws and regulations
- b. Adherence to school policies and procedures
- c. Adherence to ethical standards
- d. Adherence to job requirements in a professional and competent manner
- e. Providing competent service to the school
- f. Avoiding conflicts of interest between responsibilities as an employee and any outside interests that could affect the employee's professional obligations
- g. Maintaining confidentiality of student, employee and school records.

### **PRINCIPLES:**

1. All students and employees have the right to learn and work in a positive learning environment that is free of harassment, threats, intimidation, violence or any other misconduct.
2. Connect Charter School expects that its employees will meet ethical and professional standards for personal conduct and work performance.

3. Individuals who bring forward to school administration concerns regarding the conduct of an employee relative to the standards referenced in the definition will not be subject to retribution or repercussions if the concern is raised in good faith and without malicious intent.

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| First Reading | <u>November 19, 2013</u> |
| Adopted       | <u>December 17, 2013</u> |
| Amended       | <u>December 6, 2016</u>  |

## **PROCEDURES**

1. An employee who identifies an issue of professional or ethical conduct regarding another employee, is expected to discuss the matter directly with the employee in a sincere effort to resolve the issue.
2. If satisfactory resolution of the matter is not forthcoming, the employee should seek the assistance of school administration.
3. In the event that the issue at hand involves a member of the school administration and resolution is not forthcoming, support may be sought from the Superintendent.
4. If the issue involves the Superintendent the matter should be taken to the Board Chair.