
Code of Conduct

The Chariho Regional School District and its employees must, at all times, comply with all applicable laws and regulations. The Chariho Regional School 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 Chariho Regional School District does not permit any activity that fails to stand the closest possible public scrutiny.

All business 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 Chariho Regional School District's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior.

School Committee Member and Employee Conduct

The Chariho Regional School District expects its employees 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 sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest

The Chariho Regional School District expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Chariho Regional School 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 their employer; they should immediately communicate all the facts to their superior.

Relationships with Clients and 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 Chariho Regional School District, or that provides goods or services, or both to the Chariho Regional School 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 Chariho Regional School 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 Chariho Regional School 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 Chariho Regional School District might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding the Chariho Regional School District's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Chariho Regional School District's remuneration policies. In particular, the Chariho Regional School 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.

Organization Funds and Other Assets

Employees who have access to Chariho Regional School District funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Chariho Regional School District's instructional manuals or other explanatory materials, or both. The Chariho Regional School District imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior so that the Chariho Regional School District can promptly investigate further. When an employee's position requires spending Chariho Regional School District funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Chariho Regional School District's behalf to ensure that good value is received for every expenditure.

Organization funds and all other assets of the Chariho Regional School District are for Chariho Regional School District purposes only and not for personal benefit. This includes the personal use of Chariho Regional School District assets, such as computers.

Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Chariho Regional School District's legal and financial obligations and to manage the affairs of the Chariho Regional School District. The Chariho Regional School District's books and records must reflect, in an accurate and timely manner, all business transactions. The employees responsible for accounting and recordkeeping 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
- False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from the Chariho Regional School District positions when communicating on matters not involving Chariho Regional School District business. Employees must not use Chariho Regional School District identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Chariho Regional School District business, employees must not presume to speak for the Chariho Regional School District on any topic, unless they are certain that the views they express are those of the Chariho Regional School District, and it is the Chariho Regional School District's desire that such views be publicly disseminated.

When dealing with anyone outside the Chariho Regional School District, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Chariho Regional School District, or any outside individual, business, or government body.

Prompt Communications

In all matters relevant to taxpayers, parents, suppliers, government authorities, the public and others in the Chariho Regional School District, all employees must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information.

Privacy and Confidentiality

When handling financial and personal information about students and staff or others with whom the Chariho Regional School District has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Chariho Regional School District's business. Whenever possible, obtain any relevant information directly from the person concerned.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use personal information only for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

Attachment #1: Chariho School Committee members and Chariho administration

Chariho School Committee members and Chariho administration hold an elevated role in district governance. While Chariho School Committee members and Chariho administration are uniquely capable and empowered to ensure that all stakeholders' interests are appropriately balanced, protected, and preserved, this code provides principles that members are expected to adhere to and advocate. They embody rules regarding individual and peer responsibilities, as well as responsibilities to employers, the public, and other stakeholders. All members will:

1. act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships;
2. provide constituents with information that is accurate, complete, objective, relevant, timely, and understandable;
3. comply with rules and regulations of federal, state, and local governments, and other appropriate private and public regulatory agencies;
4. act in good faith responsibly and with due care, competence, and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated;
5. respect the confidentiality of information acquired in the course of one's work except when authorized or otherwise legally obligated to disclose. (Confidential information acquired in the course of one's work will not be used for personal advantage);
6. share knowledge and maintain skills important and relevant to constituents' needs;
7. proactively promote ethical behavior as a responsible partner among peers, in the work environment, and in the community; and
8. achieve responsible use of and control over all assets and resources employed or entrusted.

Adopted 1-25-05