



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.06.POL Ethics Policy

Effective/Revision Date:

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PURPOSE AND SCOPE:

The purpose of this policy is to outline and set ethical expectations for Ogden Preparatory Academy (the School) employees. This policy applies to all School employees, contractors, interns, and volunteers (collectively referred to as “School employees” throughout this policy).

DEFINITIONS:

This policy relies on the following definitions:

1. *Family member:* A School employee’s spouse, siblings, step-siblings, siblings-in-law, parents, step-parents, parents-in-law, children, step-children, children-in-law, and any person living in the same household as the employee.
2. *Lobbying:* To receive compensation or other remuneration, including personal benefit, for attempting to influence state or local public education board members or public education executive officers.

POLICY:

It is the policy of The School that employees will:

1. Be ethical in all job activities and personal interactions.
2. Treat coworkers, supervisors, customers, and others with courtesy and respect at all times.
3. Make decisions based on the best interests of public education students and the public, without influence by those who may seek special favors, and without regard to personal gain.
4. Conduct themselves consistent with the high standards of ethics and with applicable law.

Overview of Expectations

1. Employees shall:

- a. Demonstrate support of the mission, vision, and values of the School, and abide by the School’s administrative rules, internal policies, and procedures that govern the work or professional activities of the employee; and
- b. Observe both the letter and spirit of laws, rules, and policies.

Transparency and Trust

- 1. Employees shall:
 - a. Recognize that being employed as a School employee is a position of trust that should not be used for personal gain;
 - b. Represent oneself and the School ethically, and avoid all appearances of impropriety;
 - c. Base decisions and actions on facts free from partiality or prejudice, and unimpeded by conflicts of interest;
 - d. Conduct business openly, efficiently, equitably, and honorably;
 - e. Avoid relationships or commitments that would knowingly conflict with the best interests of the School and stakeholders;
 - f. Avoid impropriety, and the appearance of impropriety, to maintain public confidence in the integrity of the School; and
 - g. Make prudent and frugal use of School funds, equipment, buildings, and supplies.
- 2. Employees shall not:
 - a. Use School or public resources for a personal purpose, benefit, or gain (this does not prohibit an incidental benefit);
 - b. Exploit relationships with families, students, or vendors for personal advantage; or
 - c. Use the employee’s position or information acquired through the position to coerce or otherwise influence the public or stakeholders for personal favors or personal gain, including personal economic gain, for themselves or others.

Professionalism

- 1. Employees shall:
 - a. Apply oneself and fulfill assigned duties during the time for which the employee is compensated;
 - b. Be respectful and kind to the public and co-workers by:
 - i. Communicating appropriately through words and body language;
 - ii. Identifying, understanding, and anticipating the needs of customers by being attentive, knowing their time requirements, and communicating clear messages;
 - iii. Being sensitive to cultural differences and physical abilities; and
 - iv. Instilling trust and confidence by treating others with dignity and courtesy, and making them feel welcome and important.
 - v. Report to work fit for duty and will not be under the influence of alcohol

- or illegal drugs, or otherwise impaired due to abuse of prescribed drugs;
 - c. Be appropriately groomed and dressed by wearing clean, well-maintained, and professional attire that is appropriate to the type of work and interactions the employee performs;
 - d. Demonstrate predictable and reliable attendance and report to a regularly scheduled work shift on time; and
 - e. Work with direct supervisors and make every effort to maintain appropriate skills for the employee's job assignments.
 - f. Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.
2. Employees shall not:
- a. Be insubordinate, disloyal, or disrespectful to the orders of a supervisor or manager, unless such order is reasonably believed to be in violation of this policy, or other established policy, rule, or statute;
 - b. Cause unnecessary disruption to their co-workers or to the workplace;
 - c. Misuse sick leave or overtime privileges;
 - d. Accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties; or
 - e. Accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties.

Data and Records

1. Employees shall not:
- a. Disclose or improperly use controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
 - b. Falsify, knowingly enter, or cause to be entered any false or improper information in School records;
 - c. Wrongfully destroy a record, report, or claim; or
 - d. Disclose a password to another person who is not authorized to have the password.

Lobbying and Nepotism

1. Employees shall not:
- a. Knowingly lobby or use School resources for personal gain. School resources can include technology, information, or time.
 - b. Participate in any hiring or employment decision related to a family member;
 - i. If a hiring or employment matter arises relating to a family member, the

- employee shall notify the employee's supervisor of the relationship and be recused from all discussions or decisions related to the matter; and
- c. Take part in any contracting decisions relating to a family member, or relating to any entity in which a family member is an officer, director, or partner, or in which a family member owns or controls 10% or more of the stock in such an entity.
 - i. If a contracting matter arises relating to a family member, the employee shall notify the employee's supervisor of the relationship and be recused from all discussions or decisions relating to the matter.

Relationships

1. Employees shall:
 - a. Follow the Conflict of Interest Policy to disclose any relationships that may be of significance to the School.
2. Employees shall not:
 - a. Participate in intimate or sexual relationships outside of the workplace with co-workers or community members that affect the ability of the School and its employees to provide services, become disruptive in the workplace, or cause stakeholders to lose confidence in the School's ability to provide appropriate services;
 - b. Use their position of authority (manager, supervisor, etc.) to harass, discriminate against, or become involved in sexual relationships with their subordinates or other School employees.

Gifts

1. Employees shall:
 - a. Report annually to the employee's supervisor all gifts received in the employee's official conduct of business;
 - b. For any gifts that cannot be accepted, the employee may return the gift, pay the giver its market value, or donate the gift to the state of Utah or to an education-related non-profit entity. If the gift is perishable or not practical to return, the employee may share the gift with coworkers or donate it to charity.
2. Employees shall not:
 - a. Accept a gift or other compensation that might be intended to influence or reward the employee in the performance of official business;
 - b. Violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe; or
 - c. Accept gifts other than those allowed by this policy, even though Utah Code Section 67-16-5 allows for certain non-monetary gifts under \$50.
 - d. For purposes of this policy, gifts do not include:
 - i. Gift cards of \$25 or less;
 - ii. Campaign contributions received in accordance with Utah Code Title 20A, Chapter 11;

- iii. Food, refreshments, or meals of limited value;
- iv. Items or mementos of nominal value such as pens or pencils;
- v. Rewards and prizes open to the general public or all public employees;
- vi. Plaques or mementos recognizing service;
- vii. Gifts from extended family members or personal friends;
- viii. Small efforts of common courtesy or other services of nominal monetary value such as meeting refreshments, pens/pencils, computer mouse pads, or post-it notes with logos;
- ix. Funeral flowers memorials; or
- x. Attendance or participation at events sponsored by another governmental entity or a group for which the State Board of Education has responsibility.
- xi. Donations intended for school-related supplies or activities.

Driving

1. If an employee drives a vehicle as part of assigned duties, the employee shall:
 - a. Have a current, valid Utah driver’s license;
 - b. Complete the driver’s safety course once per year as required by the Division of Risk Management; and
 - c. Promptly report any driver’s license suspension or revocation to their supervisor.

Reporting and Violations

1. Employees may consult their immediate supervisor, or any other supervisor in their direct chain of command regarding legal, ethical, or personal benefit questions.
2. If an employee is concerned about a potential violation of this policy, they may report it verbally or in writing to their immediate supervisor, any member of the Administrative Team, or the Board of Directors. Reports shall follow policies and procedures in the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable.
3. Reports may be submitted by any employee, witness, volunteer, or other individual.
4. The party who receives the report will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.
5. Any supervisor who has knowledge of unethical behavior shall take immediate, appropriate action and shall document the action.
6. Any violation of this policy may result in disciplinary and/or legal action, as appropriate. Violations of this policy will be investigated and handled in accordance with the School’s established disciplinary procedures.

Document History

Approved: 09/11/2013

Legal References

Utah Code 67-16-6

Utah Code 67-16-1, et seq.

Utah Code 76-8-105

R277-515-3