**Staff Ethics /Conflict of Interest Policy**

All employees of MCCPS, including teachers, staff, and administrators, must be familiar with the code of ethics\* that applies to their profession and must adhere to it in their relationships with students, parents, guardians, co-workers, members of the Board of Trustees, and officials of the school.

No employee or member of the Board of Trustees will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities to the school, nor will any employee engage in any type of private business during school time.

Employees will not engage in work of any type where information concerning a customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the Board of Trustees that members of the immediate family of any administrator may not be employed by the school unless approved by the Board of Trustees upon written notice of the proposal to employ such person at least two weeks in advance of the person’s proposed employment or assignment.

A copy of Massachusetts’ conflict of interest statute along with a summary of the conflict of interest statute as posted on the Massachusetts Ethics Commission website is to be posted prominently in areas frequented by employees, and a copy of the summary shall be provided to each incoming employee or promoted employee. Administration will also take the necessary steps to ensure compliance with the mandatory education and training requirements under applicable conflict of interest law.

\*Code of Ethics: <https://www.nea.org/resource-library/code-ethics-educators>