



## EMPLOYEE ETHICS & CONFLICTS OF INTEREST

### I. PURPOSE

The purpose of this policy is to ensure that employees will avoid any unethical behavior and that employees will not participate in any activity that creates a conflict of interest with their responsibilities at the school.

### II. POLICY STATEMENT

An employee must support the ethical standards of Nextide Academy and avoid all conflicts of interest.

### III. CONFLICTS OF INTEREST

A. The following will be deemed conflicts of interest. Nextide Academy employees will not:

1. Accept gifts or favors in the course of or in relation to their official duties, whether directly or indirectly, including any payment of expense, reward, gift, compensation, gratuity, favor, service or promise of future employment or other future benefit from any source, except Nextide Academy.

2. However, the following are permissible: reimbursement of pre-approved; gifts of nominal value; recognition plaques or similar mementos; actual expenses for travel or meals; honoraria or expenses paid for papers, talks, demonstrations, or appearances during non-work time.

B. Use or permit the use of school time, supplies, property and equipment for their own, private interests or any other use not in the interest of the school.

C. Use confidential information from Nextide Academy to further their own, private interests or engage in outside employment or activities that will require disclosure or use of such confidential information.

D. Use or try to use their official position to secure benefits, privileges, exemptions or advantages, which are not available to the general public, for the private interests of themselves, their immediate family, or an organization with which they are associated.

E. Accept employment or enter into a contractual connection that will affect their independence of judgment in the exercise of their official duties.

F. Lobby a financial agreement for services with any entity other than the school when the school currently provides the same services or has expressed an intention to provide the services.

### IV. PROCEDURE

**A. Determination of Conflicts of Interest.** A conflict of interest exists when any one of the following conditions is determined by the administration or Board to be present, subject to any exceptions in this policy:



1. Acceptance of any money or other thing of value from anyone other than the school for the performance of an act which would be required or expected to be performed in the regular course or hours of the employment or as part of the duties of the employee;
2. Use of school time, facilities, supplies; equipment or badge, uniform, prestige or influence of school office or employment for personal gain or advantage;
3. Employment by a business which is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee;
4. The performance of an act other than in the employee's official capacity which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee; and
5. Such other relationships or conflicts as determined by the Board.

#### **B. Resolution of Conflicts of Interest.**

1. All employees must disclose conflicts of interest or possible conflicts of interest and obtain written approval from Executive director in order to continue on any and all projects involving that conflict.
2. Failure to disclose conflicts or possible conflicts may result in disciplinary action of any kind as imposed by the Executive Director and approved by the Board, including termination of employment.
3. If a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest or if reassignment is not possible, interested persons shall be notified of the conflict and the employee's assignment may continue.