

LOS ANGELES UNIFIED SCHOOL DISTRICT
Business Services Division

BULLETIN NO. C-4 (Rev.)
December 3, 1999

ATTACHMENT G

ETHICS POLICY STATEMENT

For purposes of this policy statement, the term "employees" is intended to include: officers, commissioners, appointed committee members, independent contractors and consultants, volunteers and other representatives of the District in addition to all paid employees.

At the Los Angeles Unified School District, it is critical that all employees strive for excellence in the public service that they provide. As an employee of the District, you are expected to conduct yourself fairly, honestly and with the highest integrity. This means treating co-workers, students, parents, and other customers with respect, and in a manner that is exactly the way you would want to be treated. This also means being respectful of the District's resources and property. Recognizing that each of us plays a critical role in student success, striving for excellence is not only a personal commitment, but a personal responsibility that all District employees share.

This code of ethics provides general guidelines for employees to follow in carrying out their critical roles as District employees. Not all ethical issues that employees face on the job are covered in this code. However, the code does capture some of the critical areas that help define ethical and professional conduct for District employees. The provisions of this code were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Employees are expected to strictly adhere to the provisions of this code of ethics.

This code of ethics is consistent with statutes addressing conflict of interest and supplements those provisions of law.

CODE OF ETHICS

- ◆ **EMPLOYEE AND STUDENT RELATIONS.** District employees are entrusted with the physical and mental well-being of every student. Therefore, employees shall treat students with respect and care and be aware of their proper roles as public servants, role models and contributors to student development. Employees shall not exploit, harass, or discriminate against any student or require students to perform work or service that could be detrimental to their health.
- ◆ **ACTIONS AND CONDUCT OF DISTRICT EMPLOYEES.** District employees shall not only be aware that public service is a public trust, but also conduct themselves, both inside and outside the school district's services, in a manner that deserves the respect of the students, parents and the communities the District serves.
- ◆ **CONFLICT OF INTEREST.** Employees shall not make or influence a District decision which will benefit the employees' outside employment, business, or personal finances or benefit a family member or personal friend. (For provisions relating to private instruction, see Board Rule 1272.)

- ◆ **ACCEPTANCE AND OFFERING OF GIFTS, FAVORS AND GRATUITIES.** Employees of the District shall not accept any gifts, money, or favors which might reasonably be interpreted as an attempt to influence their actions with respect to District business. It will be presumed that gift(s) valued in excess of \$100 during a calendar year from any single person or organization (exclusive of gift exchanges based on personal relationships outside of the District) constitute an attempt to influence official District business. Employees shall not offer gifts, money, or favors which might be interpreted as an attempt to influence the official actions of another employee or service provider with respect to District business.
- ◆ **DISTRICT RECORDS.** District employees shall not create, in any manner, false, misleading, or artificial documents or entries in District accounts, time reporting records or other manual or electronic records. Records and related documents must be maintained in accordance with relevant laws and regulations.
- ◆ **USE OF CONFIDENTIAL INFORMATION.** Employees of the District shall not disclose confidential information acquired by them in the course of their employment with the school district, or use such information for speculation or personal gain.
- ◆ **USE OF DISTRICT FACILITIES, EQUIPMENT AND EMPLOYMENT STATUS.** Employees shall not use the District's facilities, equipment, or supplies for other than District authorized purposes. Employees shall not use or attempt to use their position to secure unwarranted privileges for themselves or others. (For provisions relating to prohibited and approved activities on school premises, see Board Rule 1251.)
- ◆ **OUTSIDE EMPLOYMENT.** District employees shall not use their authority over a particular matter to negotiate future employment with any person or organization. Employees shall not make or influence a District decision involving the interests of a person with whom they have an agreement concerning current or future employment, or remuneration of any kind. For one year after leaving District service, former District employees may not represent any person or organization for compensation other than the District in connection with any matter pending before the District that, as District employees, they participated in personally and substantially. Nothing in this paragraph shall be taken to limit in any manner the outside employment of employees where the interests of the District are protected.
- ◆ **CONDUCT WITH RESPECT TO PERFORMANCE ON THE JOB.** Employees of the District are responsible for, and accountable for, the performance of the specific assignments they are employed to perform. Employees shall not conduct personal business or outside employment activities during their assigned District work hours.

- ◆ **COMMITMENT.** District employees are expected to uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Los Angeles Unified School District Board of Education.

- ◆ **FAIRNESS.** District employees are expected to conduct themselves in the course of their employment by word, gesture, act, and demeanor to ensure that all others are given fair and just consideration, regard and treatment. Understanding that, employees are encouraged to, and should, report unethical or fraudulent practices. Employees shall not be subject to retaliation for so doing.