

**TITLE:** 6143aR Employee Code of Conduct

**PURPOSE AND BACKGROUND:** To provide guidelines for appropriate behavior in and out of the workplace

**APPLICABILITY:** All NCS D employees

**MONITORING RESPONSIBILITY:** Supervisors

**OUTLINE OF PROCEDURE:**

As an employee of the NCS D, you are a member of a large and varied workforce whose mission is dedicated to providing the best possible educational opportunities for students. To ensure and enhance those opportunities for children requires you, as an employee of the NCS D, to conduct yourself in a manner that exemplifies the high goals and ideals that the District wishes its employees to model and impart to students. Your conduct during the performance of your employment responsibilities is reflective of the degree of commitment you have in supporting the District's goals.

Furthermore, responsible conduct is not limited to the workplace. Involvement in activities beyond the duty day which can be construed as immoral, unethical or illegal are often perceived by the public as indicative of the caliber of people employed by the NCS D. It then becomes your responsibility to assist the District in building and maintaining the highest standard of performance and conduct on and off the job.

The NCS D has an obligation to ensure that an appropriate code of conduct is demonstrated and adhered to by its employees. Failure to comply with these expectations, or a lack of commitment on your part, jeopardizes the reputation of all employees in the District. Furthermore, it subjects you personally to the potential for disciplinary action or termination.

Following are behaviors expected of all employees:

1. Respect for law, regulation and policies, which includes:

- Adhering to the conditions of your employment with regard to regular attendance reporting time and observance of leave policies;
- Maintaining appropriate licensure;
- Maintaining confidentiality of information gained on the job;
- Refraining from activities that would constitute sexual harassment;
- Reporting violations to your immediate supervisor; and
- Ensuring that working under the influence of any drug that impairs judgment does not occur.

2. Respect for self and others, which includes:

- Avoiding inappropriate physical contact with children and coworkers;
- Respecting the cultural diversity of students and coworkers;

- Maintaining a professional attitude in dealing with all the public;
- Wearing attire which communicates a professional attitude;
- Ensuring that performance of your duties does not infringe on the rights of others;
- Ensuring that additional employment outside of NCSD does not compromise the performance of duties for NCSD;
- Recognizing the importance of a cooperative and collaborative working relationship with all employees;
- Utilizing appropriate channels to air concerns and grievances; and
- Realizing that gossip is an inappropriate workplace activity.

3. Respect for property, which includes:

- Utilizing appropriate procedures for checking out equipment;
- Using equipment and supplies wisely and prudently;
- Maintaining a clean and orderly work site; and
- Sharing in the responsibility for the protection of NCSD property.

References:

Revisions: July 19, 2013

Effective Date: September 24, 2003

NEPN/NSBA

Classification: GBEB