

SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY EDUCATION BOARD POLICY	FUNCTION:	HUMAN RESOURCES
	BOARD POLICY:	CODE OF CONDUCT
	TOPIC:	
	NUMBER:	

I. PURPOSE

As employees of the Salt River Pima-Maricopa Indian Community Education Division, our mission is to educate all students to their maximum potential. The Code of Conduct is intended to help the Division achieve success by increasing trust, setting common expectations, establishing commitment and teamwork within the Division, and developing a greater understanding of the impact of a Code of Conduct on the total community.

A Code of Conduct helps develop trust by describing what the Community can expect from us, and what we can expect from each other and our Division. It plays a central role in the Division's commitment to help employees achieve the highest ethical standards in their professional activities and relationships. The goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

II. APPLICABILITY AND ENFORCEABILITY

The Code of Conduct applies to all Education Division personnel. Violations of this Code of Conduct may result in administrative or disciplinary action.

III. CORE PRINCIPLES

To help the Division achieve our mission, we are committed to three core ethical principles:

- ✓ Commitment to Excellence
- ✓ Division and Personal Integrity
- ✓ Responsibility

IV. MAKING ETHICAL DECISIONS

While the Code of Conduct provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit as well all the letter of this Code of Conduct.

The References section of the Code lists other documents such as SRPMIC Council Policies, Education Board policies, applicable federal, state and tribal laws including the tribal code and ordinances, rules, procedures and bulletins that provide more detailed guidance. When making decisions:

- ✓ **Evaluate** the situation and identify the ethical issues.
- ✓ **Follow the rules.**

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- Consult the Code of Conduct, applicable federal, state and tribal laws including the tribal code and ordinances, SRPMIC Council Policies, Education Board Policies, Education Division policies, rules, regulations, and bulletins and apply them to the situation.
- ✓ **Ask for guidance** from your supervisor.
 - If your supervisor is involved in the problem, contact his or her supervisor, or the Education Division Human Resources Office for help. Ask for help early-before you act.
- ✓ **Make and carry out a decision** that is consistent with the rules and develops excellence, integrity and responsibility.
- ✓ **Contact the Education Division Office of Human Resources Office**
 - For advice, help, training, copies of ethics publications or more information on the Code of Conduct program visit our website or contact us directly.

V. COMMITMENTS AND EXPECTATIONS

To achieve our mission of educating students, the Education Division strives to create an organizational culture that fosters trust and focuses on excellence. Our goal is to develop an environment that is personally fulfilling, supports ethical decision-making, and provides a setting where hard work, creativity and innovation are the norm. To succeed, we must have the same expectations about how we will practice our commitment to excellence, integrity and responsibility in our everyday work.

A. Commitment to Excellence

The Division is committed to having the best schools and personnel to meet the challenge of continued improvement and educating our students to their maximum potential. Everything we do has an impact on the classroom.

1. Set the example

We are committed to providing the best example we can, striving to demonstrate excellence, integrity and responsibility in our work.

2. Create an environment of trust, respect and non-discrimination

We are committed to creating an environment of trust, care and respect. We will not tolerate discriminatory or harassing behavior of students or colleagues.

3. Provide honest, accurate and timely information

We are committed to candor in our work relationships, providing other Division personnel including supervisors and senior staff members with accurate, reliable and timely information.

4. Identify problems and help create solutions

We are committed to identifying areas for improvement within the Education Division and suggesting and implementing solutions that make us more successful.

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5. Keep policies, procedures and rules

Our rules, policies and procedures are the foundation of trust and how our Division conducts everyday business. They define our expectations and evaluation criteria. We are committed to following SRPMIC Policies, Education Board Policies, this Code of Conduct, applicable federal, state and tribal laws including the tribal code and ordinances, Division rules, regulations, bulletins, and procedures.

6. Report improper conduct

When someone does well, it reflects well on all of us. When we make a mistake, we strive to correct it and learn from it. We are committed to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of our Code of Conduct, applicable federal, state and tribal laws, rules, regulations, bulletins, policies and procedures, or other conduct that damages our integrity or reputation. It is encouraged that such violations be reported to the proper immediate supervisor, Director, Superintendent or to the Education Division Human Resources Office as deemed necessary.

7. Keep colleagues safe from retaliation

We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing or retaliating against employees who make good faith complaints.

B. Division and Personal Integrity

To maintain our integrity, we are committed to making decisions in the best interests of the Education Division. We will avoid conflicts of interest and the appearance of impropriety.

1. Avoid conflicts of interest and improper outside income

A conflict of interest can exist anytime our position or decisions provide us a financial benefit or improper advantage. We are permitted to receive outside income as long as it does not create a conflict with work in the Education Division. We are committed to declining outside income that might be perceived as inconsistent, incompatible or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage.

2. Decline gifts

A gift is a benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public, or forgiveness of debt from vendors, lobbyists, parents, students or others. Acceptance of gifts shall be in accordance with all applicable Tribal and Education HR Personnel policies or any other applicable policy in effect.

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We will not accept gifts or gratuities for personal use unless the gift is reported to the employee's immediate supervisor within two (2) business days and approval is received to keep the gift.

We will not accept a gift that gives the appearance that the gift improperly influenced our decisions regardless of the amount.

We will not solicit vendors, lobbyists, parents or others for anything that provides us a personal benefit different from the public.

3. Improper influence of family members and associates

We are committed to abstaining from decisions that could result in a direct benefit to a member of our "family circle" as defined in the personnel policy or co-habitant including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision.

4. Maintain appropriate relationships with students

We are committed to ensuring that employee-student relationships are positive, professional and non-exploitative. We will not tolerate improper employee-student relationships.

5. Keep procurement information confidential

To reinforce public trust and confidence in our procurement processes, we are committed to ensuring that procurement information is kept confidential, used only in the performance of our duties, and not released early to potential contractors.

6. Keep the contracting process objective

We are committed to making contract award recommendations in the best interest of the Education Division. From the time a Request for Proposal (RFP), specification or other contract document is issued until the staff recommendation is made public, we will not have contact concerning the contract with contractors participating in the process or their representatives.

7. Uphold Division interests in hiring and promotion

We are committed to hiring and promoting Education Division personnel based on their qualifications and the job-criteria of the position, and will not tolerate practices that are not based on objective candidate evaluation.

C. Responsibility

We are committed to holding each other responsible for our performance as a Division and as individuals.

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1. Proper use of Community position

We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances the Community interest and trust. We will not use our authority to improperly influence people or obtain preferential treatment.

2. Proper use of public resources

We are committed to ensuring that Education Division facilities, equipment, supplies, mailing lists or other Division resources are used for Division purposes only and will follow applicable SRPMIC Administrative Policies regarding use of equipment. We reserve the right to require reimbursement to the Division for costs associated with personal use where authorization for limited use was not specifically granted by the Program Manager, Superintendent or Director.

3. Leadership of Division personnel and use of Division time

We are committed to ensuring that Education Division personnel are tasked to perform only Division work on Division working-time. We will not direct or permit Division personnel to perform personal services on Division working time and will report such incidents to the direct supervisor, Education Division Human Resources Office, Tribal Human Resources Office, Director or Superintendent.

4. Uphold confidentiality

We are committed to abiding by all SRPMIC Administrative and Education Board Policies, applicable federal, state and tribal laws and Division procedures concerning confidential information, including student records, personnel files, agreements, and Division records. We will not reveal confidential information, including meeting content and the sources of comments, from staff, faculty, parents and closed Education Board meetings.

5. Waivers

The Director/Superintendent or his/her designee upon a showing of good cause may waive a Code of Conduct prohibition in writing with approval of the Education Board.

VI. REFERENCES

A. Resource Materials

- ✓ SRPMIC Vision Statement, SRPMIC Government Intranet Site – Administration Page
- ✓ SRPMIC Mission Statement, SRPMIC Government Intranet Site – Administration Page
- ✓ SRPMIC Community Core Values, SRPMIC Government Intranet Site – Administration Page
- ✓ Education Division Vision Statement, SRPMIC Education Division Internet Site
- ✓ Education Division Mission Statement, SRPMIC Education Division Internet Site

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B. Education Board Policies

- ✓ Fiscal Policies
- ✓ Human Resources, Personnel Policies, Conflict of Interest
- ✓ Human Resources, Personnel Policies, Drug & Alcohol Free Workplace
- ✓ Human Resources, Personnel Policies, Employee Health and Safety
- ✓ Human Resources, Personnel Policies, Employee Solicitation
- ✓ Human Resources, Personnel Policies, Gifts
- ✓ Human Resources, Personnel Policies, Prohibited Harassment
- ✓ Human Resources, Personnel Policies, Smoking by Staff Members
- ✓ Human Resources, Personnel Policies, Solicitation of Gifts or other Valuable Things
- ✓ Human Resources, Personnel Policies, Staff Ethics
- ✓ Human Resources, Personnel Policies, Staff Participation in Political Activities
- ✓ Human Resources, Personnel Policies, Threats

C. SRPMIC Administrative Policies

- ✓ Policy 1-4 Leave
- ✓ Policy 1-8 Confidentiality
- ✓ Policy 1-15 Travel and Entertainment
- ✓ Policy 2-7 Drugs & Alcohol
- ✓ Policy 2-11 Ethical Standards
- ✓ Policy 2-12 Discipline
- ✓ Policy 2-17 Prohibited Harassment
- ✓ Policy 3-3 Record Keeping System
- ✓ Policy 10-1 Acceptable Use of Communication Systems
- ✓ Policy 11-1 Hotline

D. SRPMIC Ordinances

- ✓ SRO-132-91 SR Day School Board Constitution
- ✓ SRO-217-96 Establishment of Community School Division
- ✓ SRO-220-96 Community School Division Authority – Amending SRO-217-96
- ✓ SRO-224-97 Clarify Membership Qualifications – Amending SRO217-96 & SRO-220-96
- ✓ SRO-258-2000 Clarify Membership Qualifications – Amending SRO-217-96;
SRO-220-96 & SRO-224-97
- ✓ SRO-259-2000 School Attendance Judicial Treatment of Young People – Amending SRO-210-96
- ✓ SRO-314-06 Truancy Ordinance

E. Regulatory Resources

- ✓ Arizona Department of Education Ethics
- ✓ BIA/BIE Code of Ethics (BIAM Manual)
- ✓ Family Educational Rights and Privacy Act (FERPA)
- ✓ Indian Child Protection and Family Violence Prevention Act

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