

## Corvallis School District

### PERSONNEL

5223

#### Personal Conduct

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with §§ 2-2-104, 2-2-105, and 2-2-125, MCA, an employee should not dispense or utilize any information gained from employment within the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of his or her District duties. A District employee may, prior to acting in a manner which may impinge on his/her fiduciary duty, disclose the nature of his/her private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Administration and supervisors may set forth specific rules and regulations governing employees' conduct on the job within a particular building.

#### Policy History:

Adopted on: 12-8-98

Effective date: 1-1-99

Revised on: