



*Hastings Public School District  
ISD #200*

## **428 Ethical Behavior**

### **I. Purpose**

The purpose of this policy is to observe state statutes regarding ethical behavior and to ensure that employees engage in school district business activities in a fashion designed to avoid any appearance of unethical behavior.

### **II. General Statement**

Hastings Public Schools-ISD 200 requires district employees to observe high standards of business and personal ethics while performing their duties and responsibilities. All school district employees are required to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The reputation of the district depends to a very large extent on the following considerations.

### **III. Practice of Ethical Behavior**

- A. Is my action legal?
- B. Is my action ethical?
- C. Does my action comply with Hastings Public Schools-ISD 200's policy and procedures?
- D. Am I sure my action does not appear inappropriate?
- E. Am I sure that I would not be embarrassed or compromised if my action became known within the Hastings Public Schools-ISD 200 or publicly?
- F. Am I sure my action meets my personal code of ethics and behavior?
- G. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

#### **IV. Compliance with Laws, Regulations, and Hastings Public Schools-ISD 200 Policies**

A. Hastings Public Schools-ISD 200 does not tolerate:

- i. The willful violation or circumvention of any federal, state, local, or applicable foreign law by an employee during the course of that person's employment with the district. For purposes of this Policy, "applicable foreign law" means the laws of any country where an employee is located as part of their duties as a district employee or when they are acting as a chaperone for any district students.
- ii. The disregard or circumvention of the district's guidelines or engagement in unscrupulous dealings.

B. Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

C. The performance of all levels of employees will be measured against implementation of the provisions of these standards.

***Legal References:***    *None*

***Cross References:***    *Hastings Public Schools-ISD 200 Accounting & Financial Procedures Manual.*

*Policy Reviewed:*        ~~04.12.2024~~ ~~08.11.2022~~

*Policy Adopted:*        04.28.2021

*Policy Revised:*

*Sunset:*                    04.24.2024