

Adopted: February 13, 2014

Revised: August 8, 2016

## **COMMUNITY OF PEACE ACADEMY POLICY No. 4.5.3 EMPLOYEE ETHICS & CONFLICTS OF INTEREST**

### **I. PURPOSE**

The purpose of this policy is to ensure that employees will avoid even the appearance of unethical behavior and that employees will not participate in any activity that creates a conflict of interest with their responsibilities at the school.

### **II. POLICY STATEMENT**

An employee must uphold the ethical standards of Community of Peace Academy and avoid all conflicts of interest.

### **III. CONFLICTS OF INTEREST**

- A. The following will be deemed conflicts of interest. Community of Peace Academy employees will not:
1. Accept gifts or favors in the course of or in relation to their official duties, whether directly or indirectly, including any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except Community of Peace Academy.
  2. However, the acceptance of any of the following is permissible: gifts of nominal value; recognition plaques or similar mementos; reimbursement of pre-approved, actual expenses for travel or meals; honoraria or expenses paid for papers, talks, demonstrations, or appearances during non-work time.
- B. Use confidential information from Community of Peace Academy to further their own, private interests or engage in outside employment or activities that will require disclosure or use of such confidential information.
- C. Use or allow the use of school time, supplies, property and equipment for their own, private interests or any other use not in the interest of the school.
- D. Use or attempt to use their official position to secure benefits, privileges, exemptions or advantages, which are not available to the general public, for the private interests of themselves, their immediate family, or an organization with which they are

associated.

- E. Accept employment or enter into a contractual relationship that will affect their independence of judgment in the exercise of their official duties.
- F. Solicit a financial agreement for services with any entity other than the school when the school currently provides the same services or has expressed an intention to provide the services.

#### **IV. PROCEDURE**

A. Determination of Conflicts of Interest. A conflict of interest exists when any one of the following conditions is determined by the administration or Board to be present, subject to any exceptions in this policy:

- 1. Use of school time, facilities, equipment or supplies or badge, uniform, prestige or influence of school office or employment for private gain or advantage;
- 2. Receipt or acceptance of any money or other thing of value from anyone other than the school for the performance of an act which would be required or expected to be performed in the regular course or hours of the employment or as part of the duties of the employee;
- 3. Employment by a business which is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee;
- 4. The performance of an act other than in the employee's official capacity which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee; and
- 5. Such other relationships or conflicts as determined by the Board.

B. Resolution of Conflicts of Interest.

- 1. All employees must disclose conflicts of interest or potential conflicts of interest and obtain written approval from the Executive director in order to continue on any and all projects involving that conflict.
- 2. Failure to disclose conflicts or potential conflicts may result in disciplinary action of any kind as imposed by the Executive Director including termination of employment.
- 3. If a conflict of interest exists, the matter shall be assigned to another employee who does not have a conflict of interest or if reassignment is not possible,

interested persons shall be notified of the conflict and the employee's assignment may continue.

***Legal References:*** Minn. Stat. §124E (Charter School)  
Minn. R. 8700.7500 (Code of Ethics for Minnesota Teachers)