

Conflict of Interest – Employee

Purpose

The purpose of this policy is to ensure that Tapestry Public Charter School (TPCS) employees' private financial interests and relationships do not conflict with their obligations to act objectively and with integrity as school employees.

Policy

- a. Beyond the list of guidelines below, it is the good judgment of employees that offers the best protection against potential conflicts of interest. Employees who have questions about a potential conflict of interest should discuss the situation with the Principal, Assistant Principal or Director of Human Resources.
 - i. Each employee has a duty to act in the best interests of the students and the school.
 - ii. No TPCS employee shall use his or her influence or authority as an TPCS official to sell or effect a sale, directly or indirectly, for personal gain, to the school or to any TPCS employee.
 - iii. No TPCS employee shall disclose confidential information concerning the school's intentions, its investments, its property development, sale, acquisition, or its purchasing or contracting activities.
 - iv. No TPCS employee shall solicit, accept, or agree to accept gifts, loans, gratuities, entertainment, transportation, lodging, meals, any ticket of admission, discounts, payment, or service, except those of nominal value (less than \$100.00), from any employee, student, parent, person, firm, or corporation that to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the school; provided, however, that an elected official who is a candidate for public office may accept campaign contributions and services in connection with any campaign.
 - v. If an employee accepts items or services of nominal value, the gift must be disclosed to the Principal. Advertising items and instructional products that are widely distributed may be accepted. Expressions of good will from the community as a token of retirement or a job well done may be accepted.
 - vi. No TPCS employee shall accept outside employment or business activity with obligations that may conflict, or appear to conflict, with the interests of

TPCS, nor shall the employee conduct activities related to outside employment during the school/business day.

- vii. Teachers employed by TPCS shall not teach or coach for pay any TPCS student during the regular school day. Teachers shall not tutor for pay any TPCS students they directly teach.
 - viii. No TPCS employee shall advertise business or professional services or use system resources for personal or commercial enterprise.
 - ix. No TPCS employee shall use his/her influence or authority as an TPCS official to affect the employment of a relative as defined herein, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the related employees are not in the same line of supervision or authority.
 - x. No TPCS employee shall use his/her influence or authority as an TPCS official to affect the employment of an individual with whom he/she is engaged in a dating or romantic relationship, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the employees are not in the same line of supervision or authority.
 - xi. For the purpose of this policy, relatives are defined as individuals who are related by blood, marriage, or adoption, including but not limited to the following relationships: spouse, child, stepchild, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.
- b. Consultants or temporary employees who are retained by TPCS shall be subject to this policy.
 - c. In the event that a potential conflict of interest situation arises, the employee who suspects the conflict should notify the Principal, Vice Principal, and/or Human Resources Officer. Employees who perform this reporting function in good faith will not be subject to any reprisal. Any employee who violates the policy shall be subject to discipline up to and including termination of employment. Any contract

or subcontract made in violation of this policy may be voided and subject to termination.