



Employee Code of Professional Conduct Policy

Purpose

The purpose of this policy is to establish clear expectations for professional behavior and ethical conduct for all employees. Our organization is committed to maintaining a respectful, safe, and professional environment for staff, students, families, and the broader community.

Scope

This policy applies to all employees, administrators, volunteers, contractors, and anyone representing the organization in a professional capacity.

Professional Standards

Employees are expected to conduct themselves in a manner that reflects integrity, professionalism, and respect. All staff should demonstrate behavior that supports the mission, values, and reputation of the organization.

Employees are expected to:

- Treat colleagues, students, families, and community members with **respect, dignity, and fairness**
- Maintain **honesty and integrity** in all professional responsibilities
- Demonstrate **professional communication** in both verbal and written interactions
- Follow all **organizational policies, procedures, and applicable laws**
- Maintain **confidentiality** regarding sensitive information
- Use **professional judgment** when representing the organization in public or online spaces

Workplace Conduct

Employees are expected to:

- Maintain a **positive, respectful, and collaborative work environment**
- Avoid behaviors that disrupt workplace harmony, including harassment, discrimination, intimidation, or bullying
- Demonstrate **professional boundaries** with students, families, and colleagues
- Address conflicts respectfully and follow appropriate channels for resolution

Professional Responsibility

Employees should:

- Perform duties responsibly and with accountability
- Be punctual, dependable, and prepared for assigned responsibilities
- Use organizational resources responsibly
- Support teamwork and contribute to a positive organizational culture

Confidentiality

Employees must protect confidential information related to students, staff, families, and organizational operations. Unauthorized disclosure of confidential information is prohibited.

Compliance

Failure to adhere to this Code of Professional Conduct may result in disciplinary action, up to and including termination, in accordance with organizational policies and procedures.

Commitment

All employees are expected to read, understand, and adhere to this Code of Professional Conduct as part of their commitment to maintaining a professional and ethical workplace.