

**STAFF ETHICS/CONFLICT OF INTEREST**

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents, and the public.

**A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.**

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the “NH Code of Ethics”), as the same may be amended by the State from time to time.

**B. Additional Ethical Standards.**

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, all employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- When reporting concerns about other staff members, do so in a manner that is aimed at improving the District and respectful of the chain of command.
- Obey all local, state, and national laws.
- Obey and implement the School Board’s policies, administrative rules, and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but their special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by their utterances. Hence the employee should, at all times, be accurate, exercise appropriate restraint,

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show respect for the opinion of others, and make every effort to indicate that they are not a school spokesperson.

Employees of the District will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes, but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents/guardians.
2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the District schools.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.
4. Employees will not make available lists of names of students or parents/guardians to anyone for sales purposes.
5. The District will not purchase supplies or materials from a staff member of the School District, or from a member of the household of the staff member.

To avoid nepotism in the supervision of personnel, the Board directs that no employee be assigned in any position where the employee would be responsible to a relative.

**Legal References:**

N.H. Dept. of Education Administrative Rule – Ed 303.01  
N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators  
N.H. Dept of Education, Code of Ethics for NH Educators

Proposed: 09/12/2002  
Adopted: 10/08/2002  
Proposed: 09.28/2022  
Adopted: 10/12/2022

NHSBA Review: 01/23/14