

Adoption Date: June 16, 2015	Approved By: State Board of Education
Policy No: 300-320	Section: Standards of Conduct and Employee Corrective Action
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I. PURPOSE

To provide a basis for employee conduct to protect the integrity of the Department.

II. SCOPE

This policy applies to all Department employees.

III. POLICY

- (A) Employees are expected to devote their best efforts to the interests of the Department and the conduct of its affairs. Each employee of the Department shall become familiar with and abide by the provisions of the Governor’s Executive Order (Code of Conduct) and the Standards of Conduct Personnel Policy.
- (B) No employee of the Department shall solicit or accept a gift, fee or honorarium for participation in any activity or program directly or indirectly related to the public schools of the State of Missouri or the work of the Department. This policy applies, but is not limited to, Missouri School Improvement Program (MSIP); commencement addresses; advising or consulting with school district officials in preparing proposals for funds administered by the Department, North Central Association, or other evaluations; and participation on programs of area, district, or state educational associations.
- (C) The Department recognizes the right of the employees to engage in activities outside of their employment at the Department, which are of a private nature and unrelated to Department business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising as listed in the procedures.
- (D) Participation in supplemental revenue-producing activities must be scheduled to not detract from or interfere with the employee’s departmental responsibilities. They must also be handled so there is no possibility of a conflict of interest. An example would be the authorship or co-authorship of a book or text where the employee’s position with the Department could affect its acceptance and use in the state. Another example would be the arrangement of departmental travel to benefit personal needs or desires. Supplemental revenue-producing activities must never involve the utilization of materials, property, or equipment of the Department.

- (E) Employees shall act impartially and neither dispense nor accept special favors or privileges, which might be construed to improperly influence the performance of their official duties.

IV. PROCEDURES

- (A) While all the possible circumstances and conditions cannot be described here, the following is set forth to guide employees:
 1. Staff members shall not engage in outside employment, which may be a conflict of interest or which is in any way detrimental to the performance of their assigned duties;
 2. Staff members engaging in outside employment shall abide by this policy and the Standards of Conduct personnel policy;
 3. If the employee will receive compensation from the institution or employer for the services provided, the service must be provided on the employee's own time or the employee must take annual leave;
 4. All outside work by an employee must be fully disclosed to the employee's immediate supervisor and the Human Resources Section;
 5. No employee of the Department may accept gifts or favors of substantial value from customers or vendors. Any gift must be declined unless it is an unsolicited item of nominal value, which is defined as twenty-five (\$25.00) or less, and acceptance does not violate state laws or regulations or department policy.
 6. No employee, or members of his or her immediate family, may directly or indirectly borrow from, lend to, invest in, or engage in any substantial financial transaction with a potential or current, customer, client, or supplier; and/or
 7. No outside work may be done during regular office hours and no Department facilities, equipment, labor, or supplies may be used to conduct this outside activity.
- (B) Failure to disclose or discuss information related to any of the above points may lead to corrective action up to and including dismissal.