



Fiscal Code of Ethics

The following is from the Association of School Business Officials, Professional Standards, 2001, p. 27:

In relationships within the school district, it is expected that the school business official will do the following:

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and to the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the LEA.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the LEA.
6. Refrain from publicly criticizing board members, administrators, or other employees.
7. Help subordinates achieve their maximum potential through fair and just treatment.

In the conduct of business and the discharge of responsibilities, the school business official will do the following:

1. Conduct business honestly, openly, and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company, or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.
9. Refrain from soliciting contributions from subordinates or outside sources for gifts or donations to a superior.

In relationships with colleagues in other districts and professional associations, it is expected that the school business official will do the following:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management, and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.