

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: STANDARDS OF ETHICS

ADOPTED: June 14, 1993

REVISED:

EAST PENN SCHOOL DISTRICT

	<p style="text-align: center;">352. STANDARDS OF ETHICS</p> <p>1. Purpose To strengthen the faith and confidence of the East Penn community in the governance of its schools, the Board shall require public employees to meet the highest standards of ethical conduct and shall require appropriate public disclosure.</p> <p>2. Authority No public employee shall engage in conduct that constitutes a conflict of interest. (Reference Ethics Act.)</p> <p>3. Definitions Conflict of Interest - Use by a public employee of the authority of his/her employment, or confidential information received through his/her employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family (parent, spouse, child, brother or sister) or a business with which he/she or a member of his/her immediate family is associated (director, officer, owner, or employee having a financial interest as defined below). Public Employee - Any individual employed by the district who is responsible for taking or recommending official action of a non-ministerial nature with regard to contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interest of any person. Financial Interest - Any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.</p> <p>4. Delegation of Responsibility Every public employee of the district shall disclose, in writing to the Superintendent, the identities of and relationships with any contractor, supplier and/or payee which has done business with the district at any time in the prior calendar year, which constitutes a potential conflict of interest. The Business Office shall make available a listing of all contractors, suppliers and/or payees of the district for the prior calendar year, for reference by every public employee.</p>
--	---

<p>5. Guidelines</p> <p>PA Statute 65 P.S. Sec. 401 et seq</p> <p>Board Policy 009, 611, 616</p>	<p>The duty of disclosure is an ongoing one. At any time a public employee identifies a potential conflict of interest, as defined in this policy, such individual shall disclose, in writing to the Superintendent, the nature of the potential conflict.</p> <p>The Superintendent shall notify the Board of all conflicts of interest involving public employees at the next scheduled Board meeting.</p> <p>Whenever a public employee has a potential conflict of interest, the Superintendent shall inform the employee, in writing, that he/she or any of his/her subordinates shall have no general or supervisory responsibility for the awarding, implementation, administration, or execution of a contract or purchase. In such cases, the Superintendent, or designee, shall have the complete responsibility in this regard, subject to review by the Board.</p> <p><u>Administration</u></p> <p>In addition to those remedies prescribed by the Ethics Act, any public employee who violates the terms of this policy shall be subject to appropriate discipline as determined by the Board.</p> <p>New Policy – No Replacements</p>
--	---