

Holdingsford ISD 738 Employee Code of Conduct Agreement

Each employee must perform their duties to the best of their abilities and perform those duties in an ethical and honest manner.

Through words and actions, an employee will conduct oneself in the following manner:

- Act honestly and ethically in carrying out one's employment duties and responsibilities;
- Comply with all policies and procedures pertinent to one's job duties, and all state/federal laws, rules, and regulations;
- Cooperate fully with internal or external auditors in all areas of their examinations;
- Report suspected code of conduct and ethics violations, significant internal control weaknesses, evidence of theft, embezzlement, unlawful use of public funds or property or other irregularities/wrongdoings through appropriate District channels as designated; and,
- Report any evidence of theft, embezzlement, or unlawful use of public funds or property, other public resources to the District's Executive Director or the District's Business Manager.
- Medically related and personally identifiable financial information (such as Social Security numbers) shall be restricted to those District personnel with the need to know the information to perform his or her job, and otherwise held confidential.

In order to assure accountability, the District, and each of its individual employees will account for all activities, accept responsibility for those activities, and disclose information/results in a transparent manner.

All employees will certify knowledge of, and agreement to abide by the code of conduct annually.