

## **RSU 63**

- a. **NEPN/NSBA Code:** **GBI**
- b. **Title:** **Staff Code of Conduct: Conflict of Interest, Gifts, and Violations**
- c. **Author:** **Superintendent**
- d. **Replaces Policy:**
- e. **Date Approved:** **01/30/2023 RSU 63**
- f. **Previously Approved:** **03/28/2016**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent & Policy Committee**
- i. **Date Reviewed:** **01/17/2023 Superintendent**  
**01/17/2023 Policy Committee**
- j. **References:**
  - Cross Referenced Policies: DJ - Purchasing**
  - KHB – Advertising in the Schools**
  - KI – Visitors to the Schools**

### **k. Narrative:**

This policy is intended to maintain the integrity of RSU #63 (the District) and reduce the potential for any appearance that its employees have been improperly influenced in their decisions or professional judgment.

### **I. CONFLICT OF INTEREST:**

All RSU #63 employees will perform their duties in a manner free from conflict of interest to assure the proper performance of school business, as well as to earn and keep public confidence. No RSU #63 employee with a real or apparent conflict of interest in a proposed transaction will participate in the selection, award, or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as (1) the employee; (2) a member of the employee's immediate family; (3) the employee's spouse or partner; or (4) an organization that employs, or is about to employ a person as described in this section.

### **II. CONFLICT OF INTEREST DISCLOSURE:**

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent of Schools (Superintendent) who will investigate the circumstances of the transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent determines that the proposed transaction is in the best interest of the District and is fair and reasonable, it

may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad-hoc committee of the RSU #63 Board of Directors (the Board) will investigate and make a determination regarding the transaction.

### **III. GIFTS FROM BUSINESSES:**

RSU #63 employees are prohibited from accepting things of material value from companies, organizations, or individuals desiring to do business with the school unit. The exception is the acceptance of items of nominal value that are generally distributed by a company or organization at conventions or conferences or through their public relations programs.

### **IV. GIFTS FROM PARENTS AND STUDENTS:**

Teachers and other employees are not permitted to accept gifts from parents or students that exceed nominal value (ordinarily \$100.00 or less). The Board encourages the writing of letters by parents and students to teachers and other staff members as a more meaningful and appropriate way of expressing gratitude and appreciation.

### **V. SOLICITATION OF STAFF:**

In-school solicitation of staff by sales people or other business representatives is prohibited. Such solicitation is to be reported to the building principal.

No organization, including charitable or humanitarian organizations, may solicit funds from staff at school or through school electronic communication systems or distribute flyers at school or on school property except as allowed by Board policy.

Generally, the solicitation of money from staff for group gifts is discouraged except in special circumstances such as serious illness, bereavement, disasters, and mementos at retirement.

### **VI. VIOLATIONS:**

RSU #63 employees who violate this Code of Conduct may be subject to discipline up to, and including, termination of employment and, if appropriate, referral to law enforcement.