

## **BUSINESS OFFICE CONDUCT**

### **I. Practice of Ethical Behavior**

- A. Topeka Public Schools requires board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members, and employees to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Topeka Public Schools depend to a very large extent on the following considerations.**
- B. Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.**
- C. In determining compliance with this standard in specific situations, employees should ask themselves the following questions:**
- 1. Is my action legal?**
  - 2. Is my action ethical?**
  - 3. Does my action comply with Topeka Public Schools policy?**
  - 4. Am I sure my action does not appear inappropriate?**
  - 5. Am I sure that I would not be embarrassed or compromised if my action became known within Topeka Public Schools or publicly?**
  - 6. Am I sure that my action meets my personal code of ethics and behavior?**
  - 7. Would I feel comfortable defending my actions on the 6 o'clock news?**

**Each employee should be able to answer "yes" to all of these questions before taking action.**

- D. Each Superintendent, Assistant Superintendent, Attorney, Deputy Superintendent, General Director, Director, Principal, and Supervisor is responsible for the ethical business behavior of her or his subordinates. Superintendent, Assistant Superintendent, Attorney, Deputy Superintendent, General Director, Director, Principal and Supervisor must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.**

### **II. Compliance with Laws, Regulations, and Organization Policies**

- A. Topeka Public Schools does not tolerate:**

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1. **The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment.**
  2. **The disregard or circumvention of policy or engagement in unscrupulous dealings.**
- B. Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.**
- C. The performance of all levels of employees will be measured against implementation of the provisions of these standards.**