

YOLO COUNTY OFFICE OF EDUCATION

Policy: Practice of Ethical Behavior

Requirements

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Yolo County Office of Education depend to a very large extent on the following considerations.

Each employee must apply her/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. It is each employee's responsibility to apply common sense in business decisions where specific rules do not provide all the answers.

Procedures

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 Yolo County Office of Education 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 the Organization 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. An employee who has any questions about the practice of ethical behavior should always talk to her/his manager, or the Human Resources Director. It is always better to question an action before moving forward if there is ever any doubt in the ethics of the action about to be taken.

Each Director, Manager and supervisor is responsible for the ethical business behavior of her/his subordinates. Directors, Managers and supervisors must weigh carefully 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.

Compliance with Laws, Regulations, and Organization Policies

Yolo County Office of Education does not tolerate:

- The willful violation or circumvention of any Federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of the YCOE's policy or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Related Regulations:

Education Code 66350, 66351, 45 CFR Parts 74.42 and 92.36 (b) (3).

I have read the above information and I agree to abide by the terms of this form.

Employee Signature

Print Name

Date