

Subject: Rules of Conduct Policy

Effective Date: September 12, 2008

Approved By: Board of Directors

Policy: It is the policy of the Board that Julian Charter School be at all times a provider of choice to our students and their parents. A basic tenet of this philosophy is our commitment to conduct all business transactions openly, fairly and above reproach or question.

All transactions will be governed by “Respect” and by our business conduct principles. It is the responsibility of all employees to know and understand these principles, and to be sensitive to any situation that could lead anyone to engage in actions that would violate or be contrary to any of these principles. Claims of ignorance, good intentions or bad advice will not be accepted as excuses or reasons for noncompliance.

Procedure:

1. Business Conduct Principles:
 - a. Display good judgment and high ethical standards in business dealings
 - b. Do not violate applicable laws or regulations
 - c. Keep honest and accurate financial records
 - d. Use company property for business only
 - e. Avoid conflicts of interest with the school while conducting personal business.
 - f. Do not release confidential information to anyone without authorization
 - g. Do not use funds for improper or illegal activities
 - h. Forward requests from national, state, and municipal government agencies to the Registrar’s office if regarding a student; to the Human Resources Department if related to an employee or employment; or to the Executive Director if related to another business or education department of the school.

This list is not all-inclusive nor exhaustive and other principles may apply.

2. The success of the school depends upon the quality of the relationships between the school, our employees, our students and their parents, our suppliers, our donors, and the general public. Each stakeholder’s impression of the school and their interest and

willingness to work with us is greatly influenced by the people who serve them. In a sense, regardless of position, an employee is the school's ambassador. The more goodwill promoted, the more our stakeholders will respect and appreciate the employees, the school and its products and services.

3. All employees are expected to:
 - a. Act competently and deal with clients in a courteous and respectful manner.
 - b. Communicate pleasantly and respectfully with other employees at all times.
 - c. Follow up on requests and questions promptly; provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
 - d. If you are asked a question that you are unable to answer, ask your supervisor or manager.

Original Policy 02/27/01
Revised Policy 09/12/08