

**Subject: Employee Ethics / Conflict of Interest Policy**

**Effective Date: September 12, 2008**

**Approved By: Board of Directors**

**Policy:** It is the Governing Board's policy to prevent the direct or indirect realization of significant personal material or monetary gain by school employees resulting from or in the discharge of an employee's job responsibilities and relationships with the school.

**Procedure:**

1. No employee of Julian Charter School shall:
  - a. Accept any gift, favor, service or accommodation that might give the appearance of tending to influence the discharge of duties
  - b. Offer or accept money or any accommodation, material or service value for or in consideration of obtaining an appointment, promotion or privilege within the school
  - c. Disclose information gained by virtue of office or employment to any person not entitled thereto or otherwise use such information for personal gain or benefit or for the unjust gain or benefit of another
  - d. Sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents / guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Executive Director.
2. Any employee who knows or may reasonably be expected to know that he has material financial interest in any transaction under consideration by the school shall disclose such interest to his/her supervisor for determination as to participating or abstaining in such considerations.
3. No employee shall be a contractor or subcontractor with the school or have a material financial interest in any contract or subcontract with the school.

The provisions set forth above shall not be applicable to:

- a. Situations approved by the Governing Board.
- b. The sale, lease or exchange of real property between an employee and the school provided the employee does not participate in any way as an employee in such sale, lease or exchange and this fact is set forth as a matter of public record by the Executive Director or designee

- c. An employee of the school whose duties are non-supervisory and who does not on behalf of the school participate in or have authority to participate in the procurement or letting of a contract or subcontract or does not in any manner influence the approval or disapproval of its performance, provided that the employee's interest in the contract or subcontract is disclosed in writing to the Executive Director or designee.
4. A material financial interest shall include a personal and pecuniary interest accruing to an employee or spouse or to any other relative who resides in the same household. Ownership of an interest of five percent or more in a firm, partnership or other business or aggregate annual income, exclusive of dividend and interest income, of \$5,000 or more from a firm, partnership or other business shall be deemed a material financial interest in such firm, partnership or business.

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