



8022.2 Rules of Conduct Administrative Regulations

Effective Date: September 8, 2017

JCS-Inc. Administrative Regulations

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 record
- d. Use company property for business only
- e. Avoid conflicts of interest with JCS, Inc. (JCS) 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 JCS.

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

2. The success of JCS depends upon the quality of the relationships between JCS, our employees, our students and their parents, our suppliers, our donors, and the general public. Each stakeholder's impression of JCS 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 JCS's ambassador. The more goodwill promoted, the more our stakeholders will respect and appreciate the employees, JCS 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 Procedure: 02/27/01

Revised Procedure: 09/12/08

Revised Procedure: 09/08/17