

CODE OF ETHICS, CONFLICTS OF INTEREST AND ACCEPTANCE OF GIFTS AND OTHER GRATUITIES:

District Employees are expected to conduct their business affairs in compliance with all applicable federal, state, and local labor and employment laws. District Employees are expected to act in the best interest of the District and their fellow Employees without being partial to their own personal interests. Employees are expected to devote their undivided loyalty and uncompromising integrity to the District's affairs, and to conform to the highest standard of business ethics, demonstrating impartiality, devotion and integrity to the conduct of District business, while exercising good judgment and reasonable prudence.

Employees shall not take part in, or attempt in any manner to influence the consideration of, any proceeding involving their own personal property, real estate, investment or other interest, or that of any Relative or close personal acquaintance except as permitted by law. In all such situations, the Employee must disclose the nature of the relationship to his or her immediate Supervisor and ask for a determination as to whether the Employee should be relieved of any responsibility or involvement in such matter.

Employees shall not directly or indirectly solicit any gift or receive any gift whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form under circumstances which it could reasonably be inferred the gift was intended to influence them or could be expected to influence them in the performance of their official duties, or was intended as a reward for any official action on their part.

Gifts that will be shared with office staff, such as boxes of candy, flowers and food, may be viewed as exceptions provided they are of minimal value and do not exceed the limits imposed by law for gifts to public Employees. All financial disclosure laws and regulations must be complied with.

If an Employee receives any gift as specified above, they shall be rejected firmly but as tactfully as possible so the good intentions of the giver are properly acknowledged.