



# Volunteer Code of Ethics

All school board members shall review the Volunteer Code of Ethics annually and sign a statement which affirms they understand and agree to comply with the terms of the Volunteer Code of Ethics.

## **SECTION I: PERSONAL AND PROFESSIONAL INTEGRITY**

Board members shall:

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all school-related activities.
- Strive to meet the highest standards of performance, quality, service and achievement in working towards the school's mission.

## **SECTION II: ACCOUNTABILITY**

Board members shall:

- Promote good stewardship of school resources.
- Observe and comply with all laws and regulations affecting the school.

## **SECTION III: SOLICITATIONS AND VOLUNTARY GIVING**

Board members shall:

- Promote voluntary giving and refrain from any form of coercion in fundraising activities.

## **SECTION IV: DIVERSITY AND EQUAL OPPORTUNITY**

Board members shall:

- Value, champion, and embrace diversity in all aspects of school activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, status as a qualified disabled or handicapped individual or other protected characteristic.

## **SECTION V: CONFLICT OF INTEREST**

Board members shall:

- Not knowingly take any action, or make any statement, intended to influence the school's conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in which the board member or his/her immediate family member is involved or has a financial interest.
- Be aware that the mere appearance of a conflict may be as serious and potentially damaging as an actual conflict of interest. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be evaluated and managed with the same vigor as known conflicts.
- Check one:

The signer is not a member of the ELG, LLC.

The signer is a member of the ELG, LLC. The signer will abstain from all board votes related to: the lease the school has with ELG, LLC; authorizing any capital improvements to the leased

buildings; or any matters relating to the School's intention to purchase the buildings or otherwise relocate.

**SECTION VI: PERSONAL GAIN**

Board members shall:

- Not use school resources for personal gain, nor solicit or accept personal gratuities, gifts or favors, other than promotional gifts of nominal value.

**SECTION VII: CONFIDENTIAL INFORMATION**

Board members shall:

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of school activities.

**SECTION VIII: DISCLOSURE**

- Board members are obligated to disclose any violations or perceived breaches of the Volunteer Code of Ethics of which they are aware. Disclosure should be made to the Head of School and to the Board Chair. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Board members should be prompt, open and forthright in reporting perceived breaches of the Volunteer Code of Ethics.

I, \_\_\_\_\_, have read and understand the Volunteer Code of Ethics. I agree that my actions have and will continue to be in compliance with the Volunteer Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date