

The Superintendent may not operate without conditions of employment with clear articulation of the expectations for employee behavior, code of conduct, and job results. In addition, the Superintendent may not operate without enforcing these expectations in a fair manner with due process.

Further, he or she may not operate without:

Requirements for Clear Policy and Job Expectations

1. Requiring staff to become familiar with and comply with all legal requirements and relevant administrative policies and procedures.
2. Providing staff with a definition of prohibited behavior, which is unlawful, imprudent, or in violation of commonly accepted business, teaching, and professional ethics.

Safeguard Information

3. Providing staff with a policy which requires safeguarding of NTPS' confidential information and, where appropriate, the confidential information of other parties with whom NTPS does business.

Un-conflicted Position

4. Providing staff with a policy which requires them to avoid actual or potential conflicts of interest related to NTPS or the appearance thereof, in all transactions.
5. Allowing any employee to accept gifts, payments, services, or other inducements which appear to compromise the un-conflicted position of staff.

North Thurston Public Schools' Reputation

6. Directing staff to conduct NTPS business with honesty and integrity and in a professional manner that protects the good public image and reputation of NTPS.
7. Directing staff to build relationships with students, parents, other stakeholders, vendors, the public, and fellow employees based on ethical behavior, courtesy, respect, and trust.
8. Requiring staff to promptly report to the superintendent any violations of ethical principles or NTPS policies that come to the employee's attention and cooperate fully in any audit, inquiry, review, or investigation by the organization.

**Definition of Transparency:**

In this context, as used in the humanities and in a governance context, the concept of 'transparency' means openness, communication, clarity, and accountability. It is an extension of the meaning of a 'transparent' object, as one that can be seen through. Examples of 'transparent' staff conduct can include open and focused meetings/ communication, openness of financial and business process transactions, sharing clarity around rationale for decisions made, and regular open review and monitoring of work processes and results.

Adopted: May 7, 2019 Board of Directors, North Thurston Public Schools