

## Watertown School District 14-4

### **STAFF ETHICS/CONFLICT OF INTEREST**

Administrators may not be responsible for the supervision and/or evaluation of an employee who is related within the second degree of consanguinity or is a spouse.

Employees will not engage in work and/or transactions of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not be involved in the sale of any school products to the District. Employees will not furnish the names of students or parents to anyone unless specifically required to do so.

Employees of the District will not engage in or have a financial interest in any activity that is a conflict of interest with their duties and responsibilities as members of the school staff. An employee may not use a school facility space or equipment free of charge for private gain.

#### Policy

Adopted: 2/10/97

Revised: 2/8/10