

1 **Bainville K-12 Schools**

2
3 **PERSONNEL**

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5 Personal Conduct

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7 Employees are expected to maintain high standards of honesty, integrity, and impartiality in the
8 conduct of District business.

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10 In accordance with state law, an employee should not dispense or utilize any information gained
11 from employment with the District, accept gifts or benefits, or participate in business enterprises
12 or employment that creates a conflict of interest with the faithful and impartial discharge of the
13 employee's District duties. A District employee, before acting in a manner which might impinge
14 on any fiduciary duty, may disclose the nature of the private interest which would create a
15 conflict. Care should be taken to avoid using or avoid the appearance of using official positions
16 and confidential information for personal advantage or gain.

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18 Further, employees are expected to hold confidential all information deemed not to be for public
19 consumption as determined by state law and Board policy. Employees also will respect the
20 confidentiality of people served in the course of an employee's duties and use information gained
21 in a responsible manner. The Board may discipline, up to and including discharge, any
22 employee who discloses confidential and/or private information learned during the course of the
23 employee's duties or learned as a result of the employee's participation in a closed (executive)
24 session of the Board. Discretion should be used even within the school system's own network of
25 communication.

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27 The Superintendent and supervisors may set forth specific rules and regulations governing staff
28 conduct on the job within a particular building.

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32 Legal Reference: § 20-1-201, MCA School officers not to act as agents

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34 Policy History:

35 Adopted on: 2/25/08

36 Reviewed on:

37 Revised on: