

Orange Public Schools

Orange, Connecticut

Code of Conduct and Ethical Behavior

(for employees with financial and/or accounting responsibilities)

As an employee of the Orange School District and recognizing the trust placed in me by the elected representatives of the community, I agree to adhere to the following:

1. Recognize the Orange Board of Education's intent that the district operate in a culture of honesty and ethical behavior and to do all in my power to further that goal;
2. Comply with all laws, rules, regulations and court orders of the State of Connecticut and of the United States, as well as Orange Board policy addressing conflicts of interest and other fiscal matters;
3. Practice good stewardship of the district's financial property resources, including reporting of fraudulent expenditures;
4. Support and follow sound business practices to the best of my ability and in keeping with job-related training;
5. Maintain and protect all district financial records;
6. Perform my job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
7. Report knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
8. Guard against misappropriation of assets, particularly theft of the District's assets; and
9. Resist incentives, pressures, and negative attitudes that detract from performance of my responsibilities.

Signature

Position

Date

It is recommended that each employee with financial/accounting responsibilities sign this document. The signed document is to be placed in the employee's personnel file.