



SPEED Employee Code of Conduct - ECOC

All SPEED SEJA 802 Employees Shall:

1. Comply with established policy, routine and procedure relating to an employee's attendance and punctuality, and adhere to scheduled roles and responsibilities.
2. Be truthful and honest regarding all matters of interest to the district.
3. Promote a safe and healthy environment and conduct themselves in a manner free from harassment, intimidation, bullying, substance abuse, bias, discrimination, and violence.
4. Comply with justifiable directives issued by a recognized source of authority.
5. Be truthful and properly present and use documents, data and other information sources of interest to the district.
6. Conduct themselves in a manner, on or off district property or outside the established contract day, that does not affect the ability of the employee to perform his/her job duties.
7. Maintain confidentiality in all matters pertinent to the district including but not limited to local, state, and federal policies.
8. Plan, prepare, and provide for optimal execution of job responsibilities.
9. Immediately intervene and report any code of conduct violation that negatively impacts an environment conducive to safe and supportive learning.
10. Comply with all district policies, local ordinances, state statutes, and federal law.

Employee Print Name

Date

Employee Signature

SPEED: Per-116
8/12