

**Los Angeles Unified School District****Employee Code of Ethics***Adopted: 9/98; Revised: 12/00, 2/03*

As employees of the Los Angeles Unified School District (LAUSD), our mission is *to educate all students to their maximum potential*. Our success depends on our teamwork, trust and commitment. Our Code of Ethics is intended to help us achieve success by setting common expectations and increasing trust, commitment and teamwork within the District, and between the District and the community.

Core Principles

To help us achieve our mission, we are committed to three core ethical principles:

- Commitment to Excellence
- District and Personal Integrity
- Responsibility

Purpose

Our *Code of Ethics* helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships. Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

Application and Enforceability

The Code of Ethics applies to all District personnel including Board Members. Provisions of this *Employee Code of Ethics* are supported by State law, and District Board and Personnel Commission Rules, regulations, bulletins and collective bargaining agreements. Violations of this *Code of Ethics* may result in administrative or disciplinary action under those laws, rules, regulations, bulletins and agreements.

Making Ethical Decisions

While the Code of Ethics provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit as well as the letter of the Code. The References section of the Code lists other documents such as laws, rules, policies and bulletins that provide more detailed guidance. When making decisions:

- Evaluate the situation and identify the ethical issues.
- Follow the rules. Consult the Code of Ethics, law, and District rules, regulations, bulletins, policies and procedures, and apply them to the situation.
- Ask for guidance from your supervisor. If your supervisor is involved in the problem, contact his or her supervisor, or the Ethics Office for help. Ask for help early—before you act.
- Make and carry out a decision that is consistent with the rules and develops excellence, integrity and responsibility.

Contacting the Ethics Office

For advice, help, training, copies of ethics publications, or more information on the ethics program visit our website or contact us directly.

LAUSD Ethics Office
333. S. Beaudry Ave, 20th Floor
Los Angeles, California 90017
T: 213-241-3330
www.lausd.net/ethics

Commitments and Expectations

To achieve our mission of educating students, we strive to create a District culture that fosters trust and focuses on excellence. Our goal is to develop a culture that is personally fulfilling, supports ethical decision-making, and provides an environment where hard work, creativity and innovation are the norm. To succeed, we must have the same expectations about how we will practice our commitment to excellence, integrity and responsibility in our everyday work.

A. Commitment to Excellence. *We are committed to being the best school district and personnel we can be, educating our students to their maximum potential. Everything we do has an impact on the classroom.*

1. **Set the example.** *We are committed to providing the best example we can, striving to demonstrate excellence, integrity and responsibility in our work.*
2. **Create an environment of trust, respect and non-discrimination.** *We are committed to creating an environment of trust, care and respect. We will not tolerate discriminatory or harassing behavior of students or colleagues.*
3. **Provide honest, accurate and timely information.** *We are committed to candor in our work relationships, providing other District personnel including supervisors, senior staff and Board members with accurate, reliable and timely information. We will not tolerate falsification or cheating.*
4. **Identify problems and help create solutions.** *We are committed to identifying areas for improvement within our District, and suggesting and implementing solutions that make us more successful.*
5. **Keep policies, procedures and rules.** *Our rules, policies and procedures are the foundation of trust and how our District conducts everyday business. They define our expectations and evaluation criteria. We are committed to following our Code of Ethics, laws, and District rules, regulations, bulletins, policies and procedures, recommending changes required to make them better, and will not tolerate improper conduct.*
6. **Report improper conduct.** *When someone does well, it reflects well on all of us. When we make a mistake, we strive to correct it and learn from it. We are committed to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of our Code of Ethics, laws, rules, regulations, bulletins, policies and procedures, or other conduct that damages our integrity or reputation, to our supervisor, the Ethics Officer or the Inspector General.*
7. **Keep colleagues safe from retaliation.** *We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing or retaliating against employees who make good faith complaints.*

B. District and Personal Integrity. *To maintain our integrity, we are committed to making decisions in the best interests of the District. We will avoid conflicts of interest and the appearance of impropriety.*

8. **Avoid conflicts of interest and improper outside income.** *A conflict of interest can exist anytime our position or decisions provide us a financial benefit or improper advantage. We are permitted to receive outside income as long as it does not create a conflict with our District work. We are committed to declining outside income that might be perceived as inconsistent, incompatible or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage.*
9. **Decline gifts.** *A gift is a benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public, or forgiveness of debt from vendors, lobbyists, parents, students or others. We will not accept gifts or gratuities in excess of \$100 from a single source in a single year (aggregate retail value) or that give the appearance that the gift improperly influenced our decisions regardless of the amount. We will not solicit vendors, lobbyists, parents or others for anything that provides us a personal benefit different from the public.*
10. **Improper influence of family members and associates.** *We are committed to abstaining from decisions that could result in a direct benefit to a close relative or co-habitant including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision.*

11. **Maintain appropriate relationships with students.** *We are committed to ensuring that employee-student relationships are positive, professional and non-exploitative. We will not tolerate improper employee-student relationships.*
 12. **Keep procurement information confidential.** *To reinforce public trust and confidence in our procurement processes, we are committed to ensuring that procurement information is kept confidential, used only in the performance of our duties, and not released early to potential contractors.*
 13. **Keep the contracting process objective.** *We are committed to making contract award recommendations in the best interest of the District. From the time an RFP, specification or other contract document is issued until the staff recommendation is made public (the contract's board report is published by the Board Secretariat), we will not have contact concerning the contract with contractors participating in the process or their representatives.*
 14. **Future employment.** *In order to prevent conflicts of interest, District personnel are not permitted to discuss the possibility of future employment with a person or organization that might benefit from their official decisions. Contractors are required by the District to disclose all personnel, consultants and sub-contractors who were employees of the District in the previous three years. The District will not contract with a contractor who compensates a former District employee to influence an action on a matter pending with the District if that employee, within the last twelve (12) months, held a District position in which the employee personally and substantially participated in that matter. The District will not contract with a contractor that employs a former District employee who, while serving in a District position within the last two years, substantially participated in the development of the contract's RFP, requirements, specifications or in any other part of the contracting process. No former District official is permitted to lobby the District for one year after leaving the District. We are committed to avoiding discussions about future employment with people or organizations who can benefit from our decisions, and will not take or influence official actions that might benefit that person or organization.*
 15. **Uphold District interests in hiring and promotion.** *We are committed to hiring and promoting District personnel based on their qualifications and the job-criteria of the position, and will not tolerate improper practices.*
- C. **Responsibility.** *We are committed to holding each other responsible for our performance as a District and as individuals.*
16. **Proper use of public position.** *We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances the public interest and trust. We will not use our authority to improperly influence people or obtain preferential treatment.*
 17. **Proper use of public resources.** *Except for occasional and limited personal use that does not interfere with performance of duties or create an appearance of impropriety, we are committed to ensuring that District facilities, equipment, supplies, mailing lists or other District resources are used for District purposes only. Except for occasional and limited personal use, we will not tolerate improper use of public resources, and will report and reimburse the District for significant costs of any limited personal use.*
 18. **Leadership of District personnel and use of District time.** *We are committed to ensuring that District personnel are tasked to perform only District work on District working-time. We will not direct or permit District personnel to perform personal services on District working time and will report such incidents to our supervisor, Ethics Officer or Inspector General.*
 19. **Uphold confidentiality.** *To achieve excellence, our District employees, parents and students must be able to discuss issues frankly, and when appropriate, in confidence. We are committed to abiding by all laws and District policies concerning confidential information, including student records, personnel files, agreements, and District records and policies. We will not reveal confidential information, including meeting content and the sources of comments, from staff, faculty, parent and closed Board of Education meetings.*
 20. **Waivers.** *The LAUSD General Superintendent or his/her designee upon a showing of good cause may waive an ethics prohibition in writing with notification to the Board of Education.*

References

These references can also provide additional information for sections 6-19. If you need further guidance, please contact the Ethics Office or check the resources on our website at: www.lausd.net/ethics.

6. **Report improper conduct.**
 - California Education Code 44110 (<http://leginfo.ca.gov>)
7. **Keep colleagues safe from retaliation.**
 - LAUSD Whistleblower Policy
 - Education Code 44113 (<http://www.leginfo.ca.gov>)
 - LAUSD Personnel Commission Rule PC 902
8. **Conflicts of interest and outside income.**
 - California Government Code Sections 87100, 87103, 87200, 1090, 1098, 1126 (<http://www.leginfo.ca.gov>)
 - California Fair Political Practices Commission (www.fppc.ca.gov)
9. **Decline gifts.**
 - California Government Code Sections 89500, 89503
 - LAUSD Board Rule 1721
 - California Fair Political Practices Commission (www.fppc.ca.gov)
10. **Improper influence of family members and associates.**
 - California Government Code Sections 87100-87103 (<http://www.leginfo.ca.gov>)
 - LAUSD Board Rule 1911
 - LAUSD Personnel Commission Rule PC 720
11. **Maintain appropriate relationships with students.**
 - California Education Code Section 44932
 - LAUSD Personnel Commission Rule PC 902
12. **Keep procurement information confidential.**
 - California Government Code Section 1098
 - LAUSD Contractors and Consultants Code of Conduct Sections 11 and 12
13. **Keep the contracting process objective.**
 - California Government Code Section 1098 (<http://www.leginfo.ca.gov>)
 - LAUSD Board Rule 1821
 - LAUSD Contractors and Consultants Code of Conduct Section 13a
14. **Future employment.**
 - LAUSD Contractors and Consultants Code of Conduct Section 15
 - California Business and Professions Code (<http://www.leginfo.ca.gov>)
15. **Uphold District interests in hiring and promotion.**
 - LAUSD Board Rules 4200 and 4201 (<http://www.lasdpd.com/lausdboardrules.asp>)
 - LAUSD Personnel Commission Rules Sections VI and VII
19. **Uphold confidentiality.**
 - California Government Code Section 1098 (<http://www.leginfo.ca.gov>)
 - California Education Code Sections 49073-49079 (<http://www.leginfo.ca.gov>)
 - LAUSD Board Rules 4200 and 4201 (<http://www.lasdpd.com/lausdboardrules.asp>)

COMMITMENT TO OUR LAUSD CODE OF ETHICS

As an employee of the Los Angeles Unified School District, I am an important part of a team whose mission is to educate all students to their maximum potential. My success and the success of our District depend on the teamwork, trust and commitment I demonstrate everyday in my work.

I am committed to demonstrating and helping the District achieve the highest ethical standards including:

- **A commitment to excellence** as we strive to become the best school district and employees we can be
- **A commitment to integrity** by making decisions that are in the best interests of the District, and by avoiding conflicts of interest and the appearance of impropriety
- **A commitment to responsibility** by holding each other responsible for our performance as a District and as individuals

Employee Signature: ▸ _____ Date: ▸ _____

Name: ▸ _____ Employee Number: ▸ _____

I have reviewed the Code of Ethics with the above named employee and provided a copy of the code to him or her.

Supervisor Signature: ▸ _____