

## Standards of Conduct

**In relationships within the school district it is expected that the School Business Official will:**

1. Support the goals and objectives of the employing school system.
2. Interpret policies and procedures fairly and objectively.
3. Implement, to the best of their ability, promulgated laws and regulations.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Establish and maintain the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Avoid conflicts of interest or the appearance of such, by not conducting business with a company which the official or family member has a vested interest.
8. Avoid preferential treatment of an outside interest group, company or individual over another.
9. Never accept or offer illegal payment for services rendered.
10. Permit the use of school property only for officially authorized activities.

**In relationships with colleagues in other districts and professional associations, the School Business Official will:**

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support and promote appropriate professional associations aimed at improving school business management.
4. Accept leadership roles and responsibilities when appropriate.
5. Refrain from using any organization or position of leadership in it for personal gain.
6. Acquire and disseminate information through ethical and responsible means.
7. Respond to requests for information in a timely manner.
8. Take appropriate steps to ensure the accuracy and completeness of all communicated information.
9. Safeguard restricted or confidential information.
10. Support the professional association's Constitution.
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### Certification

**I certify that I have read the above Code of Ethics and Standards of Conduct and further, that I understand and agree to respect, honor and uphold these standards of the Mississippi Association of School Business Officials.**

**Signature**

**Date**