

## **Personnel – Certified/Non-Certified**

### **Code of Conduct**

The CREC Council expects all employees to recognize that they are being continuously observed by students and/or parents while on duty or attending school functions; and that their actions and demeanor will influence and be reflected in the conduct of the students, and will affect CREC's standing in the community. Accordingly, it is expected that employees will strive to set the kind of example that will serve students well in adopting their own conduct and behavior; will be conducive to an appropriate school atmosphere; and will be a positive reflection on CREC.

All employees have the responsibility to become familiar with, and abide by, local, state and federal laws that impact their work, as well as all CREC policies and regulations. All employees are expected to faithfully carry out their assigned duties in accordance with such laws and policies and regulations.

This Employee Code of Conduct outlines the expectations and standards of behaviors for all CREC employees.

All employees are expected to demonstrate professionalism. Professional behavior in the workplace is a combination of attitude and manners. It includes the way employees speak, act, and make decisions. Professional work behavior includes treating supervisors, colleagues, and students with respect; projecting a positive attitude; being polite; exercising good judgment; and being ethical.

CREC employees are expected to:

- Demonstrate professionalism and act with integrity at all times
- Uphold ethical standards and adhere to all applicable laws and regulations
- Treat all students, colleagues, and parents with respect, fairness, and courtesy
- Maintain confidentiality regarding sensitive school-related and other protected information
- Avoid intentionally exposing a student or colleague to embarrassment or disparagement
- Communicate clearly, honestly, and professionally with colleagues, students, and parents
- Avoid the use of offensive, discriminatory, or inappropriate language
- Ensure the safety and security of students and staff
- Report safety concerns, accidents, or incidents promptly
- Be punctual and maintain regular attendance as required by their position
- Notify their supervisor in advance of any anticipated absences or tardiness
- Use CREC resources, including equipment and facilities, responsibly and for CREC-related purposes

- Not delete access to CREC shared folders and documents without consent from a supervisor
- Not knowingly make false or malicious statements about a colleague or student, including on-line

When conflicts arise, employees are expected to:

- Seek constructive and respectful resolutions through appropriate channels
- Avoid engaging in disruptive or unprofessional behavior
- Refrain from using a personal or school recording device to record student or colleague

CREC supports and encourages positive relationships between employees, but discourages relationships of a romantic nature between co-workers. Such relationships may have an adverse effect on the workplace environment. Employees who pursue a relationship with a co-worker must be vigilant to ensure that their actions are not unwelcome and that the relationship is consensual; and does not interfere with work, create or result in favoritism, create an uncomfortable or hostile work environment for others, or affect the ability of those involved to perform their duties. Employees who are involved in a romantic relationship with a co-worker in the same school/program must notify their direct supervisor and Human Resources.

CREC prohibits romantic relationships between supervisors and the employees they supervise and/or whose working conditions or position they may affect, directly or indirectly.

The relationship between staff and students should be one of cooperation, understanding and mutual respect. Staff have the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to their capacity. Staff members are expected to regard each student as an individual and to accord to each rights and respect accordingly. Insults, disparaging names, or sarcasm shall not be used as a way of forcing compliance with a staff member's requirements or expectations. CREC believes that students and staff members should interact with each other in a warm, open, and positive fashion. However, a professional distance must be maintained at all times, in order to preserve the atmosphere necessary to succeed in the educational mission of the school. CREC prohibits all forms of sexual remarks or conduct between staff and students.

(cf. 4118.112/4218.112 – Sexual Harassment)

4118.22 – Code of Ethics

4110.13/4218.13 – Conflict of Interest

4118.24/4218.24 – Staff/Student Relationships

**4119**  
**4219**

4118.6/4218.6 – Social Media  
4132 – Publication or Creation of Materials

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CAPITOL REGION EDUCATION COUNCIL  
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