GMS	Policies and Procedures Glen Mills Schools	Policy Number 3.14
Chapter: 3 - Personnel		
Subject: Code of Ethics		
Authority: Dr. Christopher R. Spriggs, Acting Executive Director		**Date of Issue: 1/5/2001** **Date of Re-issue: 8/2018** **Date of re-issue: 10/30/2019** **Date of Re-issue: 2/7/2020**

I. POLICY:

The school requires the highest possible level of professional conduct from all staff. This professional conduct should protect the integrity of the school, students, and other staff, and facilitate the recruitment and retention of the highest caliber staff.

Standards of Employee Conduct

1. As employees of The Glen Mills Schools (GMS), you are to comply with the duties and functions stated in your job description and to be aware of and comply with all school policies and norms as announced in written or spoken form during trainings and communications from supervisors.
2. You are to exhibit and act in accordance with a high degree of personal integrity at all times, in your professional and personal actions.
3. You are to refrain from any behavior that might be harmful to you, your coworkers, students, and GMS.
4. You are to behave with an awareness that whether you are on or off duty, your conduct reflects on GMS and you are expected to refrain from ever acting in a manner that will damage the reputation of GMS at any time.

Listed below are examples of unacceptable behaviors of an employee of GMS. This list should not be viewed as being all-inclusive. If you engage in any of these behaviors, you subject yourself, without any further warning, to disciplinary action up to and including termination of employment, or to notification of law enforcement.

Student and Their Families

1. Abusing a student or students
2. Retaliation against a student or students who allege abuse against staff member(s)
3. Retaliation against a student or students who initiate grievance procedures with (GMS) to address any alleged violation of specific or civil rights
4. Mistreating a student or students
5. Threatening physical harm to a student or students

6. Harassment of a student or students
7. Soliciting or accepting any tangible thing of value, gifts, or gratuities from student or their families
8. Borrowing and/or lending anything of value (particularly money) between and/or with students or their families
9. Entering into business transactions or personal relationship with students and/or their families
10. Stealing property from students and safeguarding the personal property of the students and visitors.
11. Engaging in unauthorized or unlawful searches of students' property
12. Subjecting students to corporal punishment
13. Failure to treat a student or students with fairness, dignity, and respect
14. Depriving a student an appropriate opportunity to visit or communicate privately with his attorney and/or clergy who has furnished written verification of their relationship for the student's record
15. Depriving a student of the right to practice the recognized and legitimate religion or faith of his or her choice as long as the practice thereof does not infringe upon the rights of others
16. Opening and/or reading incoming mail from Federal, State or county officials, or from the student's attorney
17. Opening or reading incoming mail when there is no reasonable suspicion that contraband, or other information or material is enclosed in the letter or package which may jeopardize the student's health, safety or well-being; any suspicious letter/package shall be opened by the student in the presence of a staff member
18. Depriving a student of their civil rights
19. Depriving a student's Due Process as applicable
20. Using a student's visitation with his family as a means of reward or sanction
21. Depriving a student of educational instruction at his appropriate academic level
22. Depriving a student of vocational instruction based upon his aptitude and interest
23. Depriving a student of meals
24. Depriving a student of medical treatment
25. Depriving a student of the opportunity to maintain appropriate hygiene
26. Opening or reading outgoing mail unless there exists direct evidence prior to opening the mail that the mail in question is being used for criminal or illegal purposes
27. Showing favoritism toward students by conferring on any student an unfair benefit beyond that normally conferred based on the student's actual adherence to campus norms

Workplace Health, Safety, and Security

1. Falsifying employment or other records
2. Excessive absenteeism or tardiness
3. Engaging in excessive, unnecessary or unauthorized use of GMS supplies, particularly for personal purposes
4. Failure to follow the Acceptable Users Policies for Internet and Cell Phones
5. Reporting to work impaired in your ability to perform your job due to alcohol consumption or through the use of drugs or medication, whether legal or illegal
6. Illegally manufacturing, possessing, using, selling, distributing or transporting drugs at any time whether on duty or off
7. Bringing or using alcoholic beverages or illegal drugs on the campus of GMS
8. Stealing property from coworkers or students, and safeguarding personnel property and property owned by GMS
9. Having unauthorized firearms on the premises of GMS or while conducting business for GMS
10. Disregarding safety or security practices and failure to maintain responsibility, accountability, and possession of personal and work keys
11. Engaging in sexual harassment, intimidation, or exploitation
12. Engaging in or attempting to engage in any sexual or other intimate relationship with anyone for whom you have supervisory responsibility
13. Discrimination because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age, or sex
14. Failing to adhere to GMS' Ukeru crisis intervention program
15. Failing to adhere to regulatory reporting and recording requirements
16. Knowingly or accidentally allowing students access to your GMS password
17. Failing to support the school's culture by not modeling acceptable behavior

Supervisors and Coworkers

1. Failure to work cooperatively with supervisor and co-workers
2. Violent behavior towards students, co-workers and supervisor
3. Engaging in insubordination
4. Misuse of school property
5. Theft of school property
6. Failure to report a violation of the Code of Ethics by a subordinate, co-worker, or supervisor

II. PROCEDURE:

Specific systems have been established to validate and support the standards of employee conduct. These systems are as follows:

A. Each staff member will receive general instruction regarding standards of employee conduct during the sign-up phase of orientation training

B. Each staff member will receive specific instruction in what constitutes compliance with or violation of the standards of employee conduct by his supervisor and Department Head prior to starting employment at GMS

C. Each staff member will sign the Code of Ethics during the sign-up phase of orientation training, along with his supervisor and Department Head , as to his/her understanding the Code of Ethics

D. The signed copy will be maintained in each staff member's personnel file

E. The standards of employee conduct will be given to staff in the benefits guide

F. Orientation as well as continued training will instruct each staff member in what constitutes compliance with or violation of the standards of employee conduct

G. A violation of a standard of employee conduct is basis for disciplinary action

I hereby understand and agree to adhere to the aforementioned code of ethics.
I have also received a printed copy of the Code of Ethics.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____