

SCHOOL BUILDING AUTHORITY

CODE OF CONDUCT

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

ORGANIZATIONAL CODE OF CONDUCT

1. Organizational Code of Conduct

The Authority and its employees must, at all times, comply with all applicable laws, regulations, WV Ethics Commission rulings and interpretations. The Authority will not condone the activities of employees who achieve results through violations of law or unethical business dealings. The Authority does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Authority's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the Attorney General of the State of West Virginia.

2. General Employee Conduct

The Authority expects its employees to conduct themselves in a business-like manner. Drinking, fighting, gambling, swearing and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be constructed as such. Examples include, but are not limited to, using inappropriate language, keeping or posting inappropriate materials in their work area, or by accessing inappropriate materials on their computer.

3. Conflicts of Interest

The Authority expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Authority. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the Authority, they should immediately communicate all facts to their superior.

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4. Outside Activities, Employment and Directorships

All employees share a serious responsibility for the Authority's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities bring credit to the Authority and is encouraged.

Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Authority that would, or would appear to, create a conflict of interest.

5. Relationships With Suppliers

Employees should avoid investing in or acquiring financial interest for their own accounts in any business entity that has a contractual relationship with the Authority. In addition, investing in businesses employed by county boards of education that have received Authority funding should be avoided if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Authority.

6. Gifts, Entertainments, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Authority has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the Authority might be inclined to, or be perceived to, place them under obligation.

7. Kickbacks and Secret Commissions

Regarding the Authority's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Authority's enumeration policies. In particular, the Authority strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

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ORGANIZATIONAL CODE OF CONDUCT

8. Authority Funds and Other Assets

Employees who have access to Authority funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Authority's Accounting Policy and Procedures Manual. The Authority imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud or dishonesty, they should immediately advise their superior or the Members of the Board so that the Authority can promptly investigate further.

9. Authority Records and Communications

Accurate and reliable records of many funds are necessary to meet the Authority's legal and financial obligations and to manage the affairs of the Authority. The Authority's books and records must reflect, in an accurate and timely manner, all business transactions. The employee responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise due diligence in enforcing these requirements.

10. Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from their Authority positions when communication on matters not involving Authority business. Employees must not use Authority identification, stationery, supplies and equipment for personal or political matters.

When commenting publicly on matters that involve Authority business, employees must not presume to speak for the Authority on any topic, unless they are certain that the views they express are those of the Authority, and is the Authority's desire that such views be publicly disseminated.

When dealing with anyone outside the Authority, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Authority, or any outside individual, business, or government body.

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11. Prompt communications

In all matters relevant to county boards of education, suppliers, governmental authorities, the public and others in the Authority, all employees must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information and to all complaints.

12. Privacy and Confidentiality

When handling financial and personal information about others with whom the Authority has dealings, observe the following principles:

- (a) Collect, use, and retain only the personal information necessary for the Authority's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- (b) Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- (c) Limit internal access to this personal information to those with a legitimate business reason for seeking this information. Personal information is to be used only for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

**SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA
ORGANIZATION CHART**

