

<b>Year: 2017</b>	
<b>Policy Number: 5110</b>	
<b>Section:</b>	
<input type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

**SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL HSCS PERSONNEL**

**General Provisions**

Pursuant to the provisions of General Municipal Law Section 806, the Board of Health Sciences Charter School (“HSCS”) recognizes that there are rules of ethical conduct for members of the Board and employees of HSCS that must be observed. It is the purpose of this policy to promulgate these rules of ethical conduct for the Board members and employees of HSCS. These rules shall serve as a guide for official conduct of the Board members and employees of HSCS. The rules of ethical conduct of this policy, as adopted, shall not conflict with, but shall be in addition to any prohibition of General Municipal Law Sections 800-809 or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

**Standards of Conduct**

Board members are required to complete a Conflict of Interest Statement annually. In addition, every Board member or employee of HSCS shall be subject to and abide by the following standards of conduct:

Gifts

Pursuant to General Municipal Law Section 805-a, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

Confidential Information

He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

Disclosure of Interest in Contracts

Any HSCS officer or employee, as well as his/her spouse, who has, will have, or later acquires interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with HSCS shall publicly disclose the nature and extent of such interest in writing to his/her immediate supervisor and to the Board as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board minutes.

### Disclosure of Interest in Resolution

To the extent that he/she knows thereof, a member of the Board or employee of HSCS, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any resolution before the Board shall publicly disclose on the official record, the nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.

### Investments in Conflict with Official Duties

He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.

### Private Employment

He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

### Future Employment

He/she shall not, after the termination of service or employment with HSCS, appear before any board or agency of HSCS in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

## **Legal Remedies**

### HSCS Officers

In accordance with the Penal Law 60.27(5), if a HSCS officer is convicted of a violation against HSCS under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by HSCS.

### Board Members and Employees

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against HSCS, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

## **Distribution/Posting of Code of Ethics**

In the Fall of each year, the HSCS Head of School shall distribute a copy of this code of ethics to every Board member and employee elected or appointed thereafter within thirty (30) days after the effective date of this policy. Each Board member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. All employees will receive and sign off on the code of ethics upon hire. The Head of School shall also cause a copy of General Municipal Law Sections 800-809 to be kept posted in each building in HSCS in a place conspicuous to its' Board members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law Sections 800-809, shall have no effect on the duty of compliance

with such code of ethics or General Municipal Law Sections 800-809, nor with the enforcement of provisions thereof.

### **Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

### **Effective Date**

This resolution shall take effect immediately.

### **Supporting Procedures:**

#### **Staff Handbook**

4.1- Conflict of Interest

4.17- Ethics

5.2- Code of Conduct

5.8- Confidentiality

#### **Related Laws, Regulations & Acts:**

Education Law Section 410

General Municipal Law Article 18 and Sections 800-809 Labor Law 201-d

Penal Law Article 155 and Section 60.27(5)

**Adopted: 8/15/13**

**Revised: 3/23/21**