

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

Re: Employee Expected Actions and Behaviors – Employee Code of Excellence

Each Whitman-Hanson Regional School District employee shall:

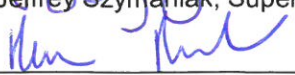
1. Report to work prepared for duty.
2. Carry out assigned duties both diligently and as directed.
3. Comply with justifiable directives issued by duly recognized sources of authority that are legal and safe.
4. Identify and control unsafe conditions and/or safety hazards and maintain safe and secure working and/or learning environments.
5. Demonstrate professionalism, respect, fairness, and dignity when interacting with students, staff, parents, community members or others.
6. Comply with federal laws, state statutes, and WHRSD policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating or threatening.
7. Communicate honestly with regard to any matter of interest to the WHRSD and ensure that all records, disclosures or other written communications are full, fair, accurate, timely, and understandable to the best of your knowledge.
8. Acquire, use, maintain and dispose of district assets in an ethical and responsible manner.
9. Maintain the confidentiality of information as required under federal laws, state statutes, and WHRSD policies.
10. Use established protocols to report actions or behaviors and/or intervene against behaviors on school grounds or at school sanctioned activities that may represent one or more violations of federal law, state statute, or WHRSD policy.
11. Comply with all other federal laws, state statutes, and WHRSD policies as well as established operational routines or procedures.
12. Professional dress at work and at District-sponsored events not only balances between comfort, professionalism, safety and functionality, but also prevents possible distractions and/or disruptions in the work environment.

Endorsed this 29 day of August 2018.

Signed: 
Robert Hayes, Chair, WHRSD School Committee

Signed: 
Robert Trotta, Vice Chair, WHRSD School Committee

Signed: 
Jeffrey Szymaniak, Superintendent of Schools

Signed: 
Kevin Kavka, President, WHEA