

# DECATUR CHRISTIAN SCHOOL

## EMPLOYEE CODE OF PROFESSIONAL CONDUCT

**Introduction:** Decatur Christian School is committed to maintaining a positive and professional work environment that fosters the highest standards of ethical conduct. This Employee Code of Professional Conduct outlines the expectations and responsibilities of all employees to ensure the integrity, professionalism, and ethical behavior that align with the values and mission of our school.

**1. Professionalism:** Employees of Decatur Christian School are expected to demonstrate the highest level of professionalism in all interactions with students, parents, colleagues, and the broader community. This includes maintaining a positive attitude, being punctual, dressing appropriately, and conducting oneself in a manner that reflects the values and mission of the school.

**2. Integrity:** Integrity is the foundation of our community. Employees are expected to act with honesty, transparency, and accountability in all professional activities. This includes being truthful in communication, respecting the confidentiality of sensitive information, and avoiding conflicts of interest that may compromise professional judgment.

**3. Respect:** Respect for others is fundamental to our school community. Employees must treat all individuals with dignity, courtesy, and fairness. Discrimination, harassment, or any form of disrespectful behavior based on race, gender, religion, ethnicity, age, or other characteristics will not be tolerated.

**4. Child Safety:** The safety and well-being of our students are of the utmost importance. Employees are required to adhere to all child protection policies, report any concerns promptly, and maintain appropriate boundaries with students. Physical, emotional, or verbal abuse, neglect, or any form of harm to students is strictly prohibited.

**5. Professional Development:** Employees are encouraged to engage in continuous professional development to enhance their skills and knowledge. Participation in relevant workshops, conferences, and training sessions is encouraged to support professional growth and contribute to the overall improvement of the school community.

**6. Confidentiality:** Employees must respect the confidentiality of all sensitive information obtained during the course of their employment. This includes student records, personnel matters, and other proprietary information related to the school's operations. Unauthorized disclosure of confidential information is grounds for disciplinary action.

**7. Compliance with Policies:** All employees are expected to familiarize themselves with and adhere to all school policies and procedures. Failure to comply with these policies may result in disciplinary action, up to and including termination.

**8. Reporting Violations:** Employees have a responsibility to report any observed or suspected violations of this Code of Professional Conduct to their supervisor or appropriate school authority. Reports will be handled confidentially and without fear of retaliation.

**Consequences of Violations:** Violations of this Code of Professional Conduct may result in disciplinary action, ranging from verbal warnings and written reprimands to suspension or termination, depending on the severity and recurrence of the behavior.