

Marlborough School Code of Ethical Conduct

Revised August 2015

Marlborough School's (the "School") trustees and employees are expected to maintain the highest standards of ethical conduct at all times. In recognition of that expectation, the School has established this Code of Ethical Conduct and some related policies concerning conflicts of interest and whistleblowing. Trustees and employees shall not commit acts contrary to either the code or the related policies, nor shall they condone the commission of such acts by others within the School community.

CODE OF ETHICAL CONDUCT

In the course of their work for Marlborough School and their representation of the School in any way, Marlborough School trustees and employees shall:

1. Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
2. Provide School constituents (including, for example, students, the board, parents, and faculty) with information that is accurate, complete, objective, relevant, and understandable. All School records must reflect all transactions promptly and accurately.
3. Comply with rules and regulations of federal, state, and local governments, including the applicable rules and regulations of private and public regulatory agencies. Private agencies might include, for example, the California Association of Independent Schools.
4. Act in good faith, responsibly, and with due care, competence, and diligence, without misrepresenting material facts.
5. Respect the confidentiality of information acquired by any means. Unless a trustee or employee has been authorized to or is legally obligated to disclose confidential information, the trustee and employee must not disclose that information. The trustee and the employee also must not use or appear to use confidential information for unethical or illegal personal advantage. In addition, the trustee and the employee must protect the physical security of the School's confidential information.
6. Make every effort to achieve complete, accurate, and timely communications in all matters relevant to the School. With respect to constituents' needs in particular, the trustee or employee must respond promptly and courteously to all proper requests for information and to all complaints.
7. Proactively promote ethical behavior among peers, in the classroom, in all other facets of the School work environment, and in the community.
8. Use responsibly, and control adequately, all School assets and resources with which the trustee or employee is entrusted.
9. Avoid taking actions that are proper but that nevertheless might create an appearance of impropriety.

Certification and Acknowledgement

I have read, understand, and agree to abide by Marlborough School's Code of Ethical Conduct. I also verify that I have been provided with an opportunity to ask questions about this Code, and state that I understand that if I have questions in the future I can ask them of my supervisor or of the Human Resources Manager.

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Printed name

Signature

Date signed