DRAFT CODE OF ETHICS OF CONNECTED FUTURES ACADEMIES

1. **Introduction**

Connected Future Academies (“CFA”) is an alternative options high school which educates students between the ages of sixteen to twenty-one. We specifically target students who are low achieving, at-risk, or former high school drop-outs. Our mission is to prepare and transition graduates into postsecondary education as well as vocational careers. We endorse and incorporate this code of ethics (the “Code”) into our daily lives.

1. **Purpose**

Directors and officers of CFA will maintain the highest ethical standards in the conduct of CFA’s affairs. As an institution responsible for educating and training the future leaders of the state and nation, it is imperative that all our member adhere to the highest ethical standards and principles. It is for this reason that these standards of conduct, ethical principles, and the accompanying guidelines are promulgated by the Board of Directors of CFA. In the event of a conflict between the terms of this policy and any existing policy, this policy will control. If a topic has also been addressed in other policy statements or manuals of CFA, the procedures and statements contained therein are hereby affirmed and made a part hereof for all purposes. Intent of this policy is that all CFA directors and officers will conduct CFA’s business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

1. **Standard of Conduct**

The Board of Directors of CFA hereby adopts these standards of conduct for its directors and officers. Directors and officers shall:

1. Perform their duties properly, diligently, and in an appropriately courteous manner.
2. Provide full, fair, accurate, timely, and understandable disclosure in all reports.
3. Act honestly and ethically.
4. Comply with all employee conduct and behavior policies, including those prohibiting sexual or other unlawful harassment (e.g., workplace bullying).
5. Be bound by appropriate professional duties and code of conduct if they are a member of a professional group, such as attorneys, medical clinicians, and certified public accountants.
6. Comply with all state, federal and local laws, statutes and ordinances.
7. Comply with all policies on confidentiality and privacy of information including in the area of social media. Directors and officers shall not use confidential or proprietary information for personal financial gain.

Directors and officers shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the director or officer in the discharge of official duties or that the director or officer knows or should know is being offered with the intent to influence the director or officer's official conduct.
2. Accept employment or engage in a business or professional activity that the Director might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her official position.
3. Accept other appointments or any employment or compensation that could reasonably be expected to impair the Director's independence of judgment in the performance of official duties.
4. Make personal investments that could reasonably be expected to create a substantial conflict between the Director's private interest and the public interest.
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed official duties in favor of another.
6. Falsify, destroy, mutilate, conceal, or fail to make required entries on any record within his or her control, including the destruction of documents that are the subject of an investigation or a civil or criminal action to which CFA is a party, unless it is consistent with the provisions of any applicable document retention policy.
7. Discriminate on the basis of race, color, religious creed, gender, national origin, age, physical ability, sexual orientation, marital status, or veteran status in the conduct of services for CFA.
8. **Avoiding Abuses of Position**

CFA is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is critical both for its continued financial stability and for public support. CFA is subject to scrutiny by, and is held accountable to, governmental and regulatory authorities as well as the public. Consequently, there exists between CFA and its directors and officers a fiduciary duty which carries with it a duty of loyalty and care. Directors and officers have the responsibility of administering the affairs of CFA honestly and prudently and of exercising their best care, skill, and judgment for the sole benefit of CFA. Moreover, because of CFA’s status as a public charity, every director and officer has an affirmative duty to act as a steward of the funds entrusted to CFA by its contributors. The Board of Directors of CFA adopts the following policies.

Directors and officers shall:

1. Use the resources, property, and funds under their control judiciously and in the best interest of CFA.
2. Exercise good faith in all transactions
3. Always make vendor selections and purchasing decisions, and other business decisions based on merit: by comparing and evaluating price, quality, performance, and suitability. Decisions must not be influenced by any other factor, such as personal relationships, gifts or hospitality.
4. Disclose such fact and other relevant information of any potential conflict of interest as soon as possible to the appropriate committee of the Board when the director or officer becomes aware.
5. Disclose any legal or equitable interest in property that is to be acquired with public funds.

Directors and officers shall not:

1. Use their positions with CFA or knowledge gained therein for their personal benefit or for the private pecuniary benefit of any other person or organization. The interests of CFA must be the first priority in all decisions and actions they undertake in connection with CFA.
2. Accept, solicit, or agree to accept any gift, favor, complimentary service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him or her in the discharge of his or her duties.
3. Disclose any interest in a measure, proposal, or decision pending before the Board of Directors in which he or she has a personal or private interest. He or she shall disclose such interest in a public meeting of the Board of Directors, and such disclosure shall be entered in the minutes of the Board. The Board may consider such measure, proposal or decision, but any member having such an interest shall not vote or otherwise participate in such deliberation or action of the Board. This procedure may not be utilized for contracts in which a member has a pecuniary interest.
4. Use information to which he or she has access in his or her official capacity and which has not been made public, and:
	1. Acquires or aids another to acquire a pecuniary interest in any property, transaction or enterprise that may be affected by the information; or
	2. Speculates or aids another to speculate on the basis of the information.
5. **Benefits and Gifts**

A "benefit" is anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the Director or Officer has a direct or substantial interest. Members of the Board shall disclose to the Board or the appropriate committee of the Board any gift received in the course of official business having a value of more than $50.

A director or officer shall not:

1. Solicit, offer, or accept any benefit in exchange for his or her decision, opinion, recommendation, vote, or other exercise of official power or discretion.
2. Solicit, accept, or agree to accept any benefit from any person the director or officer knows is interested in or is likely to become interested in any contract, purchase, payment, claim, or transaction involving the Regent's discretion.

A director or officer may accept gifts under the following conditions:

1. Gifts or other benefits conferred on account of kinship or a personal, professional, or business relationship independent of a director or officer’s status in CFA;
2. A fee prescribed by law to be received by a director or officer or any other benefit to which he or she is lawfully entitled or for which he or she gives legitimate consideration in a capacity other than as a member of the Board or officer of CFA;
3. Items having a value of less than $50, not including cash or negotiable instruments.
4. The gift is from personal friends, relatives, or business associates with whom they have a relationships independent of their official status under CFA, so long as the benefit is not offered in exchange for official action or decision.

A director or officer who receives an unsolicited benefit that he or she is prohibited from accepting by law may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

1. **Political Activities**
2. No member of the Board or officer of CFA shall expend or authorize the expenditure of any CFA funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure.
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4. **Sexual Harassment**

Directors and officers shall not use their positions of authority to sexually harass employees of the school nor any firm or individual who conducts business with the CFA. Directors and officers will not condone sexual harassment by staff, faculty or administration of the school.

1. **Outside Influences**

It shall be the duty of the Board of Directors to assure that outside influences or pressures from political or religious organizations or other external sources do not affect CFA’s administration in the execution of their duties and decisions as an Illinois Charter School.