

Intrinsic Schools Draft Ethics Policy

Intrinsic Schools board members, directors, officers and employees should act with honesty, integrity and openness in all their dealings as representatives of the organization.

Nepotism

Intrinsic Schools permits employment within the Intrinsic community of individuals of the same family or those who have a personal relationship. However, a manager employing a family/household member or someone with whom s/he is in a close relationship is normally prohibited. Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in decisions involving employment, promotion, salary, performance appraisals, work assignments or other working conditions for those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.

Any supervisor involved in a familial or consensual romantic relationship, in the context of employment supervision, must discuss the matter on a confidential basis with his or her own supervisor or with Human Resources to assess the implications for the workplace and to make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. When employees are in a direct reporting relationship with an immediate family member or consensual romantic partner, Intrinsic Schools will ensure that additional layers of approval are received for such actions including, but not limited to: hiring, promotion, transfer or termination. These and other employment-related decisions will be reviewed and approved by the CEO.

Purchasing & Contracts

Intrinsic Schools employees should not make purchasing decisions or negotiate contracts and/or subcontracts where there may be a conflict of interest or an appearance of a conflict of interest. More specifically, employees should refrain from these activities with any organization in which:

- board members, employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employees have a personal relationship, have a significant financial interest, and/or
- board members, employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employee have a personal relationship, have current or pending employment, consulting, management, fiduciary or similar affiliation.
- board members or employees who stand to gain, either personally or indirectly from any transaction as described in this policy, or similar transaction, should identify their circumstances to their supervisor or board chair so that alternate arrangements can be made for the management of the transaction.

Gifts

All board members and employees must act with integrity and good judgment and recognize that accepting personal gifts from vendors/suppliers may cause legitimate concerns about favoritism or could create situations where a conflict may exist between private interests and employment responsibilities.

When deciding on the appropriateness of receiving a business gift, employees and board members should consider how the gift compares in value to the usual gift-giving practices of other vendors, the sum of gifts from that entity over time, the suitability of the gift given your position at Intrinsic, the impact of the gift on building positive business relations, and how the gift might look to an outsider. Employees should make sure any business gift is nominal in cost, quantity and frequency, is within the bounds of good taste, and that the gift can withstand public scrutiny without damaging Intrinsic's reputation. Acceptance of modest entertainment such as a meal or refreshments in connection with the donor stewardship process or with attendance at professional meetings and events sponsored by industrial, technical, professional, or educational associations is not considered a gift.

With an understanding of this perspective on gift acceptance, employees may use their own judgment on accepting gifts with a value of \$50.00 or less. The acceptance of any gifts above \$50.00 must be approved by the CEO. This policy applies to all employees and board members.

Secondary employment

Individuals employed by Intrinsic Schools may hold outside jobs as long as they meet the performance standards of their job with Intrinsic Schools. Employees should consider the impact that outside employment may have on their ability to perform their duties at Intrinsic Schools. All employees will be evaluated by the same performance standards and will be subject to Intrinsic Schools scheduling demands, regardless of any outside work requirements.

If Intrinsic Schools determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Intrinsic Schools, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Intrinsic Schools.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Intrinsic Schools.

Political activities

Employees are permitted to engage in Political Activity on a voluntary basis during non-work hours, vacation, or personal time. Employees are not permitted to engage in Political Activity during any other Intrinsic compensated time.

Employees are also prohibited from using school funds to purchase tickets for political fund raisers, contribute to political campaigns or political action committees or fund a political message. Intrinsic has no party affiliation and is an apolitical organization.