

**Chicago Education Partnership  
Ethics Policy  
12/01/15**

**Overview**

It is imperative that Chicago Education Partnership (CEP), both in reality and in perception be deemed to operate solely in the best interests of the students it serves. Any taint to its reputation will significantly impact on the mission of the school. CEP board members, officers, directors or employees should be ever mindful of the need to conduct themselves both in and outside of the school in an ethical manner that will not bring criticism to the school. Further, they should act with honesty and integrity in all dealings as representatives of the organization.

**Purchasing and Contracts**

CEP board members, officers, directors or employees have an obligation to conduct their affairs within guidelines that prohibit actual or potential conflicts of interest. Actual or potential conflict of interest occurs when someone is in a position to influence a decision that may result in their personal gain or gain for a relative or for anyone else who has a close personal relationship with you as a result of CEP business dealings. For the purpose of this policy, a relative or a person with a close personal relationship is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with an outside firm or vendor. However, CEP board members, officers, directors or employees who have any influence on transactions involving purchases, contracts, or supplies must disclose that relationship to the Executive Director immediately so that safeguards can be established to protect all parties.

Personal gain may result in instances where you or your relative or one with a close personal relationship has a significant ownership in the vendor or firm with which CEP does business.

**Gifts**

All CEP board members, officers, directors or 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.

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 EXECUTIVE DIRECTOR. This policy applies to all employees and board members.

**Nepotism**

While the CEP may hire and retain relatives of employees, it will not do so if it determines that hiring or retaining a relative may or does create problems of supervision, security, moral or conflicts of interest. Relatives will not be permitted to work in a direct supervisory or reporting relationship. The school will attempt to provide alternative employment within the School for relatives who are affected by the policy stated in this paragraph, but this attempt creates no legal obligation.

With respect to the employment of a relative, the CEP defines relatives as spouses, parents, children, step-children, siblings, in-laws, step-parents, brothers, or sisters, and step-children. Additionally, this policy also relates to individuals who are not legally related but who reside with other employees.

**Outside Employment**

In order to properly assess and avoid conflicts of interest, all staff are asked at the time of hire to disclose in writing, any other employment, self-employment, consulting, volunteer or board membership activities in which they plan to engage in at the time of employment with CEP. Throughout the course of employment, any additional activities of the same nature, not reported at the time of hire, must be reported to the employee's Executive Director **prior** to entering into those arrangements. Where a conflict of interest exists, the employee will be notified and required to cease such activity, or refrain from initiating the activity.