



South Valley Preparatory School

"Home of the Aztecs"



EMPLOYEE CODE OF ETHICS

At South Valley Preparatory School all employees are expected to adhere in the up most professional manner. Whenever people gather together to achieve a goal, some conduct or code of ethics are needed to help everyone work together efficiently effectively, and congenially. By accepting employment with South Valley Prep, you have the responsibility to the School and your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules in not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. As an employee of South Valley Prep you are expected to:

- Cooperate with management and your fellow employees
- Interact with fellow employees and those whom South Valley Prep serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the school. Whatever you position, you have an important assignment: perform every task to the very best of your ability. We are dedicated to making South Valley Prep an organization in which you can approach administration to discuss any problem or question.
- Voice you opinions and contribute your suggestions to improve the quality of South Valley Prep.
- Work for the success of all students at South Valley Prep and to support the schools success by communicating with each other and with management.
- Discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with the Principal to discuss any concern, problem, or issue that arises during the course of your employment. Retaliation against any employee for the appropriate use of communication channels is unacceptable. Please remember it is counterproductive for employees to create or repeat rumors or office gossip. Gossip and rumors will not be tolerated.
- Bring suggestions and ideas for enhancing our services.
- Maintain a level of personnel hygiene necessary to support an appropriate educational environment and to ensure a healthy school and work environment.
- Adhere to administrative regulations related to appropriate dress and equipment for safety purposes.

- Observe a standard of grooming and appearance which is exemplary for students and which remain on level with the formality of the school or work situation.
- Adhere to the minimum standards of employees regarding dress and grooming which exceed those standards required of students per dress code.

SOUTH VALLEY PREPARATORY SCHOOL	SUBJECT: Employee Code of Ethics
Adopted Date: 4.19.10	Revised:
Distribution: ALL	Kind: Board & School