

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF EDUCATION SERVICES  
Policies and Procedures**

**CODE OF ETHICS AND STANDARDS OF CONDUCT**

**Effective Date:** October 17, 2003  
**Original Effective Date:** October 17, 2003  
**Reference:** *G.S. 14-234 to 12-236, G.S. 115C-47(18),  
AND G.S. 115C-308*

**Purpose:**

To further define the responsibilities of employees of the Office of Education Services

**Policy:**

All employees of the Office of Education Services hold positions of public trust. They are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his/her own actions. Each employee must exhibit the highest standards of honesty, integrity, and fairness when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion. The Office of Education Services cannot accommodate deceit or subordination of principle.

Employees shall perform their jobs in an ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. In addition to other policies, regulations and approved practices that have been established covering specific areas of activity, (such as purchasing), the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

All professional educators shall be familiar with and comply with the State's Code of Ethics for North Carolina Educators and the State's Code of Professional Practice and Conduct for North Carolina Educators. All testing personnel, teachers, and school administrators shall be familiar with the Testing Code of Ethics regarding the statewide testing program and shall adhere to it in all aspects of the testing program. Any employee who violates the Testing Code of Ethics shall be subject to disciplinary action up to and including dismissal. Test irregularities that affect the validity of the test results shall be reported to the Superintendent.