

EMPLOYEE CONFLICT OF INTEREST

An employee shall not have a personal financial interest, a business interest, or any other obligation that creates a substantial conflict with the proper discharge of assigned duties and responsibilities or a conflict with what is in the best interest of the District.

School employees are subject to the Conduct Regulations found in the Nashua Revised Ordinances. An employee who believes he or she has or may have a conflict of interest shall immediately disclose it in writing to the Superintendent or designee. The Superintendent or designee will take whatever action is necessary to ensure that the District’s best interest is protected.

More specifically, an employee shall not:

- Use institutional privileges for private gain. Solicit or receive compensation, other than that allowed by law, for performance of his/her duties. This includes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment.
- Engage in any personal dealings with any individual or entity with whom he/she, on behalf of the Board, has any direct or indirect contact for purposes of obtaining from such individual or entity, noncompetitive contracts, services or materials.
- Knowingly authorize or employ the authority or influence of his/her office or position to secure authorization of any public contract in which he/she or a member of his/her immediate family has an interest.
- Engage in selling merchandise or services for personal profit to students or parents in the Nashua School District, including but not limited to the following: instructional supplies and equipment, reference books, educational tours, sports camp, etc., and not furnish lists of student or parents to anyone selling such materials or services.

Actions by any employee or officer of the School District who do not comply with this Code of Conduct will result in disciplinary measures, up to and including termination.

All Nashua School District employees are subject to the ethics guidelines contained in Chapter 5: Administration of Government Part 5: Conduct Regulations, sections 5-93 through 5-103 of the Nashua City Ordinances.

For the convenience of district employees, a link of these guidelines can be found on the district website.

Related Documents:

Nashua City Ordinances Chapter 5 Conduct Regulations; School Board Member Ethics (BCA, BCA-R); Board Member Conflict of Interest (BCB); Professional Ethics (GBEA); Employee Conflict of Interest (GBEB)

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