

ANTIFRAUD CONTROLS

ORGANIZATIONAL CODE OF CONDUCT

The West Central School District and its employees must, at all times, comply with all applicable laws and regulations. The school will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The school does not permit any activity that fails to stand the closest possible public scrutiny.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek legal advice. In addition all employees of the district who suspect fraud in any area within the organization must report that fraud to their direct supervisor, or to the superintendent of schools.

GIFTS, ENTERTAINMENT, AND FAVORS

Employees must not accept significant entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the school has, or is likely to have, business dealings.

Staff members may accept simple remembrances expressive of gratitude from students and their parents/guardians. However, employees may not accept any gift or favor that might impair or appear to influence professional decisions or actions.

In any event, a gift or service exceeding \$25.00 in value must be reported by the employee to the business manager of the school district.

KICKBACKS AND SECRET COMMISSIONS

The school strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate suspension and prosecution to the fullest extent of the law.

Adopted: June 28, 2004

Revised: 2/07

WEST CENTRAL SCHOOL DISTRICT