

### **3.024 Code of Ethics**

#### **Policy:**

It is the policy of Cooperative Educational Services that private employment of any C.E.S. staff member with any school district, municipality, organization, or agency with which C.E.S. or any other regional educational service center may legitimately contract for services is expressly prohibited. Furthermore, the following practices must be followed by all C.E.S. employees. C.E.S. employees:

- May not sell products or services as private practitioners to any Connecticut school district, municipality, organization, or agency with whom C.E.S. or any other regional educational service center may legitimately contract;
- May not market or distribute products or expertise developed at C.E.S. for personal gain and will recognize that any such products are the property of C.E.S.
- Use his/her position at C.E.S. to develop or promote private work situations that would represent a conflict of interest;
- May not use time at C.E.S., or C.E.S. resources, to prepare, market, or deliver programs for personal gain;
- Will follow established C.E.S. practices to respond to a request for services.

#### **Rationale:**

C.E.S. employees are selected for employment based on the value that their backgrounds and expertise can bring to Cooperative Educational Services and the districts it serves. Being on the staff of a regional educational service center gives professionals who perform a service exposure to a wide market. This exposure may present opportunities for additional business for Cooperative Educational Services related to the staff member's area of expertise, including referrals to other organizations that may need a similar service. Therefore, employees who accept private consultation work are detracting from the services available through the agency and can detract from business expansion efforts. A C.E.S. employee is defined as an individual hired by C.E.S. for salary, full or part-time.

**Adopted October 3, 2002**

**C.E.S. Representative Council**

**(Note: Policy moved from Section 6 to Section 3 per E. Pitkoff on 6/8/11)**