

TERRELL COUNTY BOARD POLICY
Employee Ethics

Descriptive Code: GBU
Date: 10/11/10
Rescinds Code: BHAAA
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It is the policy of Terrell County that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this school system and shall:

- 1) Hold paramount the safety, health and welfare of the public in the performance of professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Collaborate with and support other professionals in carrying out Terrell County School System's mission.
- 5) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 6) Respect the structure and responsibilities of the Board of Education, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted.
- 7) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 8) Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
- 9) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- 10) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
- 11) Respect and protect privileged information to which they have access in the course of their official duties.
- 14) Strive for personal and professional excellence and encourage the professional developments of others.
- 15) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

Terrell County Schools
Fraud Administrative Regulations
Reporting Suspicion of Fraudulent Activities for GBU Policy

- Purpose: To ensure that the reporting of suspicion of fraudulent activity the Terrell County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.
- Definitions: Fraud – a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.
- Statement of Administrative: Terrell County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.
- Confidentiality: All reports of suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.
- Procedures and Responsibilities
1. Anyone suspecting fraud concerning federal programs should report their concerns to the Terrell County Board of Education at 995 Forrester Drive, Dawson
 2. Any employee with Terrell County Board of Education (temporary staff, full time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. Contact the Superintendent at 229-995-4425. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
 3. The Terrell County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
 4. If necessary one will be contacted for additional information.
 5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.