

3.80 FINANCIAL ETHICS

Board members, Director, and all other employees shall avoid any conflict between their personal interest and the interest of the school in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the school.

No commissions to individuals shall be paid or received in connection with any school purchases or contracts.

No personal gifts shall be accepted by any TIS employee or Board Member from any TIS supplier or prospective employee. All financial obligations of TIS must be documented, signed, dated contracts that are properly completed prior to any transaction. Any oral agreement shall be considered a personal obligation of those involved in the discussion and shall not bind TIS.

Teachers, TIS staff and the Board may not accept extravagant personal gifts worth more than 50 U.S. Dollars from any TIS student or their families.

Director, managers/supervisors, and board members may not accept any extravagant personal gifts worth more than 50 U.S. Dollars from any TIS staff whom they evaluate or supervise.

Creation of the appearance of financial impropriety will be grounds for disciplinary action, leading to termination if repeated.

Deliberate violation of TIS Financial Ethics Policy will result in immediate suspension leading to automatic termination for confirmed significant violations (over \$50) or repeated violations.