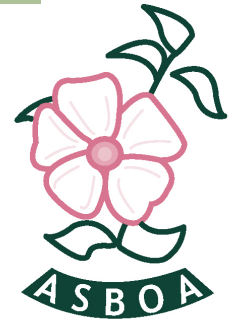


Code of Ethics



The School Business Official's professional behaviour must conform to an ethical code. This code is designed to promote a quality of behaviour that reflects honour and integrity on the profession of School Business Officials and as such the School Business Officials must maintain standards of exemplary professional conduct. Therefore, we as members subscribe to the following code of ethics.

A School Business Official shall:

- Recognize that the well being of students is fundamental in all decision making actions.
- Carry out his/her duties in compliance with Legislation and regulations as set down by government and pursuant to all policies of the Board of Trustees.
- Work co-operatively with the Board of Trustees, Superintendent and other staff in developing the annual budget and in allocating resources to best meet the abilities, interests and needs of all students.
- Set standards for business and financial efficiency within the jurisdiction.
- Treat all companies and individuals in a professional manner fostering and promoting fair, legal and ethical trade practices and refrains from exploiting the position for personal gains.
- Support the principle of fairness and protection of individual rights.
- Refrain from publicly criticizing the members of the Board of Trustees, the Superintendent, staff and the Association or its' members.
- Uphold the profession's honor and dignity.
- Support and contribute to the profession by participating in both zone and provincial Association activities; accepting assignments and responsibilities on behalf of the Association; participating in Association research projects.

This code serves to enhance public confidence in the integrity and service of School Business Officials. Adherence to the Code is one of the requirements to maintain membership in the Association.

Approved May 30, 2001, Annual General Meeting