



## **Standards of Ethical Conduct Policy**

*(Instructional Personnel, Educational Support Employees (ESAs), and Administrators)*

### **1. Purpose and Scope**

Palm Beach International Academy (“the Organization”) is committed to maintaining the highest standards of ethical conduct to ensure the safety, well-being, and educational success of all students.

This Standards of Ethical Conduct Policy applies to all:

- Instructional personnel
- Educational support employees (ESAs)
- Administrators

All individuals covered by this policy are expected to conduct themselves in a manner that reflects professionalism, integrity, and a commitment to student safety and welfare.

### **2. Ethical Standards and Professional Conduct**

Employees are expected to:

- Act with honesty, integrity, and professionalism in all work-related activities
- Maintain appropriate professional boundaries with students at all times
- Ensure all actions support the safety, well-being, and educational development of students
- Comply with all applicable federal, state, and local laws, as well as Organizational policies

Employees must avoid any conduct that:

- Compromises student safety or welfare
- Violates professional boundaries



- Undermines trust in the Organization

The Organization expects all employees to exercise sound judgment and uphold the highest ethical standards in all interactions with students, families, colleagues, and stakeholders.

### **3. Duty to Report Misconduct**

All employees have an affirmative obligation to report suspected misconduct.

Employees must immediately report any situation where they:

- Know, suspect, or have reasonable cause to believe that misconduct has occurred
- Observe inappropriate conduct involving students
- Become aware of behavior that may jeopardize student health, safety, or welfare

This includes any misconduct that affects a student's health, safety, or welfare.

This includes, but is not limited to:

- Violations of professional boundaries
- Inappropriate interactions with students
- Abuse, neglect, or exploitation
- Any conduct that places a student at risk

Failure to report suspected misconduct may result in disciplinary action.

Employees are required to report concerns even if they are uncertain whether misconduct has occurred.

This duty applies to all employees regardless of role or position.

### **4. Reporting Procedures**

Employees must report misconduct through one of the following channels:

- Immediate supervisor



- Head of School
- People Services (Human Resources)
- Any designated Organizational representative

If the concern involves a direct supervisor, the employee should report the matter to an alternate reporting channel listed above.

Reports may be made verbally or in writing and should include as much detail as possible to support review and investigation.

The Organization will:

- Promptly review all reports
- Conduct investigations as appropriate
- Take corrective action where warranted

Employees are expected to cooperate fully in any investigation and provide truthful and complete information.

## **5. Protection from Retaliation**

The Organization strictly prohibits retaliation against any individual who:

- Reports suspected misconduct in good faith
- Participates in an investigation
- Provides information related to a complaint

Any act of retaliation is a violation of this policy and may result in corrective action, up to and including termination.

Employees are encouraged to report concerns without fear of adverse consequences.

Reports made in good faith will be handled with care, confidentiality (to the extent possible), in accordance with applicable legal protections.

## **6. Training Requirements**

All employees covered under this policy are required to:



- Complete training on ethical conduct and professional standards
- Complete training on reporting obligations and procedures
- Participate in additional training as assigned by the Organization

Training will be provided:

- At onboarding
- Periodically throughout employment

The purpose of training is to ensure all employees understand their responsibilities related to:

- Ethical conduct
- Student safety
- Reporting obligations

## **7. Compliance with Laws and Regulations**

Employees must comply with all applicable laws and regulations related to student safety, mandatory reporting, and professional conduct.

This includes, but is not limited to:

- Mandatory reporting requirements for suspected abuse or neglect
- Applicable federal and state laws governing educational environments
- Organizational policies and procedures

Employees are responsible for understanding and adhering to their legal obligations as part of their role.

## **8. Accountability and Enforcement**

Compliance with this policy is a condition of employment.

Violations of this policy may result in corrective action, up to and including:

- Disciplinary action



- Termination of employment
- Reporting to appropriate authorities, where required

The Organization reserves the right to take appropriate action in response to violations in accordance with applicable law and Organizational policy.

### **9. Liability Protections**

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)