

**N E W J E R S E Y S C H O O L B O A R D S**  
**A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**  
4118.22R

**FILE CODE: GO/**

PERSONNEL  
CODE OF ETHICS

NJSBA employees are prohibited from using NJSBA owned facilities, equipment, including electronic devices, and NJSBA data about employees and members, including their personal contact information, for any use other than in the performance of their duties at NJSBA.

NJSBA owned facilities, equipment, including electronic devices and NJSBA data about employees and members, including their personal contact information, are hereinafter collectively referred to as “NJSBA property.”

Use of NJSBA property for personal reasons is a violation of GO/4118.22. Personal use includes, but is not limited to, using NJSBA property for purposes other than the fulfillment of the employee’s duties for NJSBA.

All employee violations of this policy shall be dealt with in accordance with NJSBA disciplinary policies GO/4115.1 and GO/4117. Violation of the Association’s Code of Conduct policy will result in disciplinary action up to and including termination. Discipline will be determined based on the nature and extent of the improper use of NJSBA property. NJSBA will take legal action where necessary against employees who engage in conduct in violation of the Conflict of Interest and Code of Ethics policies.

Issued: August 28, 2017

See also: GO/ 4115.1  
GO/ 4117  
GO/4118.13

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