

ASBO International Code of Ethics and Professional Conduct

ASBO International is globally recognized, respected, and consulted as the leading authority in the school business profession. ASBO International provides programs, resources, services, and a global network to school business professionals who are passionate about quality education. ASBO promotes the highest standards of school business management, professional growth, and the effective use of educational resources.

ASBO International members are the finance decision makers in school systems around the world, managing the critical business and operations aspects of education, including budgeting, purchasing, facilities, human resources, technology, transportation, food service, healthcare, and much more. ASBO's membership also includes industry suppliers who provide products and services to support the profession, as well as individuals and groups that share ASBO's mission.



**ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL**



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The code of ethics applies equally to all levels of school business officials. As employees advance in their careers, they will find that adhering to ethical guidelines is key to ensuring transparency and mutual respect. Failure of an ASBO International member to subscribe to and implement the outlined Ethical Standards and Conduct may result in loss of “member in good standing” status, as set forth in the ASBO International Policies and Procedures.

A. Basic Beliefs

Members and associate members of the Association of School Business Officials International, including its affiliates, are committed to conducting themselves within the highest standards of professional and personal ethics, to continuing ongoing professional growth and development, and to developing these beliefs in others with whom they work.

Members assume the responsibility for providing professional leadership in their schools, communities, and organizations. This responsibility requires members to maintain standards of exemplary personal and professional conduct. To these ends, members subscribe to the following standards.

B. Ethical Standards

In all activities, members and associate members in good standing of ASBO International and its accredited affiliates shall

- Ensure that the well-being of all students, staff members, and fellow members is a fundamental component in all decision making and actions;
- Fulfill professional responsibilities with honesty and integrity;
- Protect the civil and human rights of all individuals;
- Respect and uphold public laws that govern one's work;
- Develop and implement the policies and administrative rules and regulations of the employing organization;
- Promptly pursue appropriate measures to address those policies and regulations that are inconsistent with this code of ethics;

- Not tolerate the failure of others to act in an ethical manner and pursue appropriate measures to address such failures;
- At all times refrain from using positions for personal gain through political, social, religious, economic, or other influence; and
- Honor all contracts until fulfillment or release.

C. Ethical Conduct

In all activities, members and associate members in good standing of ASBO International and its accredited affiliates shall demonstrate their adherence to the standards set forth above by

- Actively supporting the goals and objectives of the educational institution with which they work;
- Communicating the policies and practices of their employer to the staff and to the community fairly and objectively;
- Developing and implementing, to the best of their ability, the policies and administrative regulations of their employer;
- Assisting fellow members, as appropriate, in fulfilling their obligations;
- Supporting a positive image of the institution with which they work;
- Not publicly criticizing board members, superiors, administrators, or other employees;
- Helping colleagues achieve their maximum potential through fair and just treatment;
- Maintaining confidentiality of data and information; and
- Accurately and objectively reporting data promptly to authorized agencies, as well as the public and community they serve.

D. Expectations of Personal and Professional Integrity

In the conduct of business and the discharge of responsibilities, all members will

- Conduct business honestly, openly, and with integrity;
- Avoid conflicts of interest by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest;
- Avoid preferential treatment of one outside interest group, company, or individual over another;
- Uphold the dignity and decorum of their position in every way;
- Never use their position for personal gain;
- Be responsible stewards of public funds;
- Be crucial resource and strategic collaborators within the organization and community;
- Never accept or offer illegal payment for services rendered;
- Never accept gifts, free services, or anything of value for or because of any act performed or withheld;
- Support the actions of colleagues whenever possible (excluding illegal acts and violations of the code of conduct);
- Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise;
- Accept leadership roles and responsibilities when appropriate; and
- Adhere to the ASBO International Professional Standards as they relate to personal behavior and treatment of others.

For more information about ASBO International please visit asbointl.org



Disclaimer

The Association of School Business Officials International (ASBO) encourages fair and diverse global participation in creating and reviewing its Code of Ethics. ASBO International does not mandate, monitor, or enforce the standards' implementation and therefore assumes no liability for damages to property, personal injury, or monetary losses arising from their usage or their incorporation by third parties into curriculum, courses, or other materials. The standards do not serve as a replacement for following school district protocols or seeking independent counsel or advice from a professional. This publication may be supplemented with other sources for more comprehensive information. The Professional Standards and Code of Ethics may only be reproduced with ASBO International's written consent.