

# SAN CARLOS SCHOOL DISTRICT

## WORK VALUES AND ETHICS

### **1. Strong Work Ethic**

SCSD values an employee who understands and possesses a willingness to work hard.

### **2. Dependable & Responsible**

SCSD values employees who come to work on time, are there when they are suppose to be, and are responsible for their actions and behavior.

### **3. Possess a Positive Attitude**

SCSD seeks employees who have initiative and the motivation to get the job done. A positive attitude gets the work done and motivates others to do the same. It is the enthusiastic employee who creates an environment of good will and who provides a positive role model for others.

### **4. Adaptable**

SCSD seeks employees who are adaptable and maintain flexibility in completing tasks in an ever-changing workplace.

### **5. Honest**

SCSD values employees who maintain a sense of honesty and integrity above all else.

### **6. Self - Motivated**

SCSD look for employees who require very little supervision and direction to get the work done in a timely and professional manner.

### **7. Motivated to Grow & Learn**

SCSD seeks employees who are interested in keeping up with new developments and knowledge in the field.

### **8. Strong Self - Confidence**

Employees who recognize their skills and strengths are able to utilize them in the workplace and require little prodding or supervision to get their work completed.

### **9. Professional Behavior**

SCSD values employees who exhibit behavior that is professional at all times. Including actions and conduct that supports the values and mission of the district and builds positive relationships with others, including respectful communications and accountability for maintaining a professional workplace.

INAPPROPRIATE AND/OR ABUSIVE WORKPLACE BEHAVIOR: Unwelcome or unwanted conduct or behavior that objectively causes a negative impact or disruption to the workplace or results in the erosion of employee morale.

Examples of inappropriate workplace behavior include, but are not limited to, comments or behaviors to or from an individual or group that disparage, demean, threaten, intimidate, humiliate, abuse authority, sabotage work, or show disrespect for another employee, supervisor/manager, subordinate, customer, contractor or visitor in the workplace. The reasonable person standard shall be applied when determining whether this guideline has been violated.