

**CONFIDENTIALITY STATEMENT
AND
THE RIGHT TO KNOW
for
OREGON CONFERENCE BOARD MEMBERS AND SCHOOL EMPLOYEES**

As an employee or school board member of the Oregon Conference Educational system the following guidelines are to be followed:

As an employee, board member, or committee member holding a position that handles sensitive matters, I understand that I am required to keep confidential ALL matters that I read or hear in any closed session* of any board or committee to which I am a member. Matters to which I may not respond are: discipline issues, personal information of students and parents, any information that I am not authorized to disseminate** any information unless I have been authorized by board action***.

As part of keeping these matters confidential, I understand that I may not discuss, allude to, share written materials, or disclose in any way information regarding these matters to other individuals, including family members or relatives. I also agree to safeguard any written materials that I may receive related to these matters so that they will not be inadvertently disclosed.

I understand that my position does not allow the violation of confidential matters and that action may be taken if confidential matters are shared beyond the Right-to-Know. I also understand that I may be held individually liable if I breach the confidentiality of matters I have no right to pass along or share.

My signature confirms agreement to the Confidentiality Statement as a school board member, an Employee of the Oregon Conference or an Educational position.

Date _____

Signature _____

Title _____

School _____

- * Closed session refers to school boards when in executive session.
- ** Disseminate information by electronic, written or verbal communication.
- *** It is recommended that all boards attach a 'go to person' with each voted action.
 - Protocol would be for an authorized 'go to person' to speak on behalf of board
 - In the absence of an authorized 'go to person' the board chair speaks for the board
 - Individual board members are not to speak independently of the board.

**OREGON CONFERENCE EDUCATION
CONFLICT OF INTEREST DECLARATION
Trustees of Local School Board**

INDIVIDUALS INCLUDED All Trustees, officers and employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third parties or personal considerations.

DEFINITION OF CONFLICT A conflict of interest arises when a trustee, an officer, or an employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment s/he exercises on behalf of the organization. S/he is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

CONDITIONS CONSTITUTING CONFLICT Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and there-fore are to be avoided.

(a) Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.

(b) Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity, or objective of the organization.

(c) Engaging in any business with or employment by a non-denominational employer who is a Supplier of goods or services to the denominational organization.

(d) Making use of the fact of employment by the denominational organization to further outside business or employment, or associating the denominational organization or its prestige with an outside business or employment.

(e) Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.

(f) Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustee or who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.

(g) Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.

(h) Making use of any confidential information acquired through employment by the Denominational organization for personal profit or advantage, directly or indirectly.

1. I am in full compliance with North American Division S 47 05 as to "Conflict of Interest" and have been in compliance at all times during the past twelve months except as to specific exclusions attached hereto and incorporated herein by reference.

2. I have had no financial interest or business relationship which competes with or conflicts with the interests of the Oregon Conference of Seventh-day Adventists or Western Oregon Conference Association of Seventh-day Adventists.

3. I have had no financial interest in; been an employee, officer, director, or trustee of; or received financial benefits either directly or indirectly from any enterprise (excluding less than ten percent (10%) ownership in any entity with publicly traded securities) which is or has been doing business with or a competitor of the Oregon Conference of Seventh-day Adventist or Western Oregon Conference of Seventh-day Adventists.

4. I have received no substantial payments or gifts (other than token value) from suppliers or agencies doing business with the Oregon Conference of Seventh-day Adventists or Western Oregon Conference of Seventh-day Adventists.

5. I have not served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary of the Oregon Conference of Seventh-day Adventists or Western Oregon Conference of Seventh-day Adventists in any decision-making process involving financial or legal interests adverse to the Oregon Conference of Seventh-day Adventists or Western Oregon Conference of Seventh-day Adventists.

Disclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

This declaration applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the Oregon Conference of Seventh-day Adventists or Western Oregon Conference of Seventh-day Adventists. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the Oregon Conference of Seventh-day Adventist and Western Oregon Conference of Seventh-day Adventists in writing.

OUR RESPONSIBILITIES AND VALUES AS A CORPORATE CITIZEN

Responsibilities:

1. We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.
2. We are responsible to the communities in which we work and live and also to the world community. We accept the challenge to be exemplary individuals and corporate citizens. We encourage civic improvements, a better quality of life, security, health, and education for all.
3. We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.
4. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed; to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.
5. We accept servant leadership as the watchword of all who serve. The mission becomes the all-encompassing focus with self-interests set aside in favor of the advancement of the goals and objectives of the organization.

Values:

1. We value the Bible as the primary reference for life's direction and qualities.
2. We value excellence in all that we do.
3. We value ethical and moral conduct at all times and in all relationships.
4. We value creativity and innovation in the completion of our mission.
5. We value honesty, integrity, and courage as the foundation of all our actions.
6. We value the trust placed in us by colleagues.
7. We value people as children of God and therefore brothers and sisters of one family.

CONFIDENTIALITY STATEMENT

As a member of the school board and/or any subcommittees such as the personnel committee or finance committee, I understand that I am required to keep confidential all matters discussed at any EXECUTIVE SESSION or any other closed session of the board or committee. Matters discussed may include, but are not limited to: personnel issues, financial issues, contracts and bids, discipline issues, tuition rates, admission issues, accounts receivable, and policy formation.

As a part of keeping these matters confidential, I understand that I may not discuss, allude to, share written materials, or disclose in any way information regarding these matters to other individuals, including family members or relatives, unless they are members of the board or committee or members of the Oregon Conference Education Department or Oregon Conference Administration. I also agree to reasonably safeguard any written materials that I may receive related to these matters so that they will not be inadvertently disclosed.

I understand that action may be taken if the Oregon Conference, board or committee determines that I have violated the confidentiality of matters discussed during Executive Session or any closed session, including but not limited to being removed from the board or committee. I also understand that I may be held individually liable if I breach the confidentiality of these matters.

My signature confirms agreement to the following:

- Conflict of Interest Declaration
- Our Responsibilities and Values as a Corporate Citizen
- Confidentiality Statement

Date

Signature

Title

Organization

Conflict of Interest, Responsibilities & Values of a Corporate Citizen
--Voted K-12 BOARD OF EDUCATION April 11, 2005
Confidentiality Statement
--Voted K-12 BOARD OF EDUCATION October 13, 2008