

Date Approved
April 2, 2019

Virtus Academy of South Carolina Ethical Compliance for Employees

As an employee of Virtus Academy of South Carolina, you are subject the ethics and government accountability requirements for public employees which are set forth by statute at S.C. Code Ann. § 8-13-700 et seq. Such Rules of Conduct include the following:

An employee must not:

- use his/her position or office for financial gain of himself/herself, a family member, an individual with whom he/she is associated, or a business with which he/she is associated (Section 8-13-700(a))
- make, participate in making or in any way attempt to use his/her office to influence a governmental decision in which he/she, a member of his/her immediate family, an individual with whom he/she is associated or a business with which he/she is associated has an economic interest (Section 8-13-700(b))
- fail to report the receipt of anything of value worth \$25 or more under certain circumstances (Section 8-13-710)
- receive compensation to influence action (Section 8-13-705)
- receive additional monies as payment for advice or assistance given in the course of their employment (Section 8-13-720)
- receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715)
- use government personnel, equipment or materials in an election campaign (Section 8-13-765)
- use or disclose confidential information gained in the course of employment (Section 8-13-725)
- cause the employment, appointment, promotion, transfer or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages (Section 8-13-750)
- participate in an action relating to the discipline of the public official's, public member's or public employee's family member (Section 8-13-750)
- serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730)
- represent another person before a governmental entity (Section 8-13-740)
- have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775)
- use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725)

**Virtus Academy of South Carolina
Ethical Compliance for Employees**

Acknowledgment Form

I, _____, understand that as an employee of Virtus Academy of South Carolina, I am subject to the ethics and government accountability requirements for public employees which are set forth by statute in S.C. Code Ann. § 8-13-700 et seq.

Further, I have read, understand, and will comply with the requirements for public employees which have been summarized in *Virtus Academy of South Carolina Ethical Compliance for Employees* and provided to me as a reference.

Lastly, if I have any questions regarding compliance with S.C. Code Ann. § 8-13-700 et seq., I will contact Amanda Bailey, Principal, for clarification.

Print Name

Signature

Date