

Code of Ethics & Standards of Conduct

A Bursars' professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all Bursars. The Bursar acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the Bursar assumes responsibility for providing professional conduct. It must be recognized that the Bursars' actions will be viewed and appraised by the community, professional associates and students. To these ends, the Bursar subscribes to the following statements of standards.

The Bursar:

1. Makes the well-being of students the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, international laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound financial accounting.
7. Avoids using positions for personal gain through political, social, religious, economic or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

Standards of Conduct

Now, especially in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of conduct are in order. The Association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

In relationships within the schools operating in Jamaica it is expected that the Bursar official will:

1. Support the goals and objectives of the employing body.
2. Interpret the policies and practices of the school board to subordinates and to the community fairly and objectively.
3. Implement, to the best of the Bursars ability, the policies and administrative regulations of the school.
4. Assist fellow Bursars as appropriate in fulfilling their obligations.
5. Build the best possible image of the school.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates achieve their maximum potential through fair and just treatment.

In the conduct of business and the discharge of responsibilities, the Bursar will:

1. Conduct business honestly, openly, and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the Bursar or any member of the Bursars' family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.

7. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other schools and professional associations, it is expected that the Bursar will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management, and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from "taking over" any association.
5. Refrain from using any organization or position of leadership in it for personal gain.