

## NACCAS CODE OF ETHICS

The National Accrediting Commission of Career Arts and Sciences (NACCAS) has adopted this Code of Ethics to assure that NACCAS, through its commissioners, officers, and employees, follows the highest ethical principles and continues to be worthy of the trust placed in it by the United States Department of Education and the schools which it considers for accreditation. Some of the principles set forth below are reflected in the Articles of Incorporation and the By-laws of NACCAS as well as in other policies approved by NACCAS. These principles and others have been brought together in a Code of Ethics to emphasize the importance of the manner in which the commissioners, officers, and employees conduct the activities of NACCAS. Adherence to these principles will ensure that the highest standards of integrity and dedication to the objectives and purposes of NACCAS will be maintained.

1. **INTEGRITY OF NACCAS** - Each commissioner, officer and employee of NACCAS is expected to respect the integrity of NACCAS. Accordingly, no commissioner, officer, or employee of NACCAS should be subject to influences, interests or relationships which conflict with the best interest of NACCAS and its objectives and purposes as set forth in its Articles of Incorporation and By-laws.
2. **OBSERVANCE OF MORAL AND ETHICAL STANDARDS OF SOCIETY** - Each commissioner, officer, and employee of NACCAS must adhere to and comply with the moral and ethical standards of our society in the conduct of the activities of NACCAS. The interests of NACCAS can never be served by individual actions ostensibly for the benefit of the Commission which do not reflect ethical and moral conduct above reproach.
3. **CONFLICT OF INTEREST** - A conflict of interest exists when the duty of loyalty to NACCAS, including the furtherance of its objects and purposes as set forth in its Articles of Incorporation and By-laws, can be prejudiced by actual or potential personal benefit from another source. Each commissioner, officer, and employee is expected to avoid any investment, interest or association which interferes with the independent exercise of judgment in the best interest of NACCAS and those persons for whose benefit NACCAS was formed. Disclosures of personal interests or other circumstances which might constitute conflicts of interest are to be reported promptly by the commissioner, officer, or employee to the Chairman of NACCAS for resolution in the manner best suited to the interests of NACCAS and such individual.

To control against conflict of interest or the perception of such conflicts, each commissioner shall disavow from discussion or voting on any action involving a school if:

- a. He or she owned or operated or served as a consultant to the school or had a contractual relationship with the school within the past five years (Commission consultations under Part 1 of NACCAS' *Rules of Practice and Procedure* are expected). He or she owns or operates the institution or the institution is part of the same corporation, franchise, or licensing arrangement as an institution owned or operated by the Commissioner.
- b. The school is located in the state of the Commission's primary residence or state in which the corporate headquarters of the Commissioner's institution, or headquarters of a corporation with which the Commissioner's institution is affiliated, is located.

- c. Any person living in the same household as the commissioner, or an employee of the commissioner was a member of the evaluation team which conducted the on-site visit on which the action is to be based;
  - d. The school is owned or operated by a person who was employed by the commissioner at any time during the past five years; or
  - e. The commissioner has instituted a complaint against the school within the past five years.
4. **CONFIDENTIALITY** - Each commissioner, officer and employee of NACCAS owes a duty of confidence to NACCAS and the schools which it considers for accreditation. To this end, the deliberations of the Commission, including complaints against Commissioners, and meetings of any Appeal Review Panel, are to be held in strictest confidence and not to be discussed with any person not in attendance at the Commission meeting or complaint hearing. Furthermore, any and all information and documents pertaining to a school's accreditation are to be held in the strictest confidence and shall not be divulged to any other party except in accordance with policies and procedures approved by NACCAS.
  5. **EQUAL OPPORTUNITY** - The law forbids discrimination in employment on the basis of race, color, sex, age, religion, national origin or handicapped status. Each commissioner, officer, and employee shall be committed to fair employment, including equal treatment in hiring, promotion, training, compensation, termination and disciplinary action.
  6. **ABUSE OF POSITION** - No commissioner shall abuse his or her position to gain, for himself, herself or others, improper personal, material or pecuniary benefits.
  7. **LEADERSHIP** - Each commissioner shall uphold the standards of the Commission and shall abide by all the rules, procedures and By-Laws of the Commission.