

Board of Directors
Series 400

Policy Title: Expectations for Employee Conduct Toward Coworkers,
Students, Parents, and Others in the Workplace

Code No. 420

Policy Statement

Employees of Heartland AEA are expected to conduct themselves and communicate with coworkers, students, parents, and others with whom employees interact in the course of their work for the AEA in a manner that reflects positively on the AEA.

Scope of Policy

While performing work for the AEA attending any work-sponsored or work-related function or event, AEA employees are expected to:

- Act professionally and with integrity at all times,
- Treat coworkers, students, parents, and others in accordance with dignity, respect, and courtesy,
- Communicate openly, honestly, and constructively, and
- Comply with all applicable laws, policies, and procedures.

AEA employees will refrain from conduct or communications toward others that are objectively hostile, demeaning, embarrassing, threatening, or intimidating, or that unreasonably interfere with the other person's ability to perform their work duties or access the services of the AEA.

Accountability Overview

Violations of this policy will result in discipline up to and including termination in accordance with AEA policy and applicable law. Any individual who believes an employee has violated this policy may report the employee to the AEA's Office of Human Resources.

Cross reference [Whistleblower Policy](#)

Cross reference [Bullying and Harassment of Students Prohibited](#)

Cross reference [Discrimination and Harassment Based on Sex Prohibited](#)

Date of Adoption:

9/8/25

Reviewed: _____

Amended: _____