

APS TIP LINE 1-877-801-7754

You should not be afraid to report malfeasance for fear of criticism or retaliation. APS has established a 24-hour tip line that allows employees to report unethical or fraudulent acts anonymously. Remember, reporting behavior that is potentially harmful to our reputation, our credentials and our students is our responsibility.



Ethics @ Work

Our commitment to superior standards and integrity



www.tnwinc.com/atlantapublicschools

130 Trinity Avenue, SW
Atlanta, GA 30303





BUILT ON EXCELLENCE

Atanta Public Schools has a rich history built on excellence. Preserving our good name requires a commitment to hard work, honesty and trust. Understanding what is appropriate and doing what is right are critical to maintaining a reputation of excellence, and we all must do our part.

AN ETHICAL ENVIRONMENT

When there is misconduct in the workplace, we all have a responsibility to report it. We all have a responsibility to exercise firm, ethical behavior at work as well. When trust has been violated, it hurts us all, and we jeopardize everything we've worked so hard to achieve.

Our district is moving in a positive direction. By demonstrating our commitment to superior standards and integrity, we prove to our stakeholders, our community and ourselves that we are worthy of our stellar reputation.

DO THE RIGHT THING

Reporting unethical behavior is the right thing to do. Corruption, workplace bullying, employee theft, falsifying documents and lying should never be ignored. So when you see these, or any other forms of misconduct, don't succumb to peer pressure. If you are uncomfortable speaking to the perpetrator directly, do the right thing—report it.

Workplace ethics don't just apply to everyone else. They apply to you too. If you are unsure whether or not your actions violate company policy, ask yourself the following questions:

- Is it legal?
- Is it in sync with APS's core goals and values?
- Will I be comfortable and guilt-free if I do it?
- Would I do it if others were watching?
- Would I feel okay if someone did it to me?

Hesitating before answering, or answering "no" to any of these questions, could mean that the behavior is unethical. If you remain unsure, talk with your principal or supervisor.

THE BENEFITS OF BEING HONEST

Providing an ethical workplace isn't only about doing the right thing. There are numerous benefits to providing an ethical workplace, including the following:

- Increasing employee morale
- Building and sustaining relationships within the community
- Recruiting and retaining top-quality employees
- Increasing opportunity for raises and promotions
- Creating a more satisfying and productive work environment