



**National Lutheran School Accreditation
Conflict of Interest Policy**

The National Lutheran School Accreditation (NLSA) *Conflict of Interest Policy* is created and implemented to ensure the integrity of the entire accreditation process. Individuals interacting with the process (Validation Team, Team Captain, School Consultant, District Accreditation Commission, National Accreditation Commission, and NLSA National Office Staff) must not have any real or perceived financial, institutional, or personal interest(s) in the outcome of the Validation Team Report or overall Accreditation process that would impact their ability to be objective and independent throughout the entire process.

Prior to your appointment to work with the NLSA process, you will be asked to complete a NLSA *Conflict of Interest Policy and Code of Ethical Behavior Agreement*. Your timely completion of this document will allow for the determination of any real or perceived conflict of interest which would prevent your service to NLSA.

1. CODE OF ETHICAL BEHAVIOR

National Lutheran School Accreditation (NLSA) adheres to the highest level of ethical behavior when interacting with Lutheran schools. All individuals involved in the NLSA process are to adhere to the NLSA *Code of Ethical Behavior* at all times.

2. CONFLICTS OF INTERESTS

Any individual interacting with the NLSA process shall be free from having a potential or perceived conflict of interest that would interfere with the independent, unbiased accreditation review of the school. Such interests may include, but are not limited to:

- a. Existing or potential financial or other interests in the school
- b. Service as a board member, administrator or staff member of the school
- c. Employment or consulting relationships with the school
- d. Clients or vendors where the individual is positioned to gain directly or indirectly from the school
- e. Close family relationships, such as spouse, child or close friend who have any of the listed interests

Exceptions need to be approval by the NLSA district official and submitted to the National Office.

3. DISCLOSURE OF CONFLICTS OF INTEREST

Any established conflicts of interest must be made aware in written documentation to the individual responsible for your work or position appointment (i.e. a Validation Team member with a conflict of interest must disclose this to the Team Captain prior to the Validation Team Visit) at the earliest possible time in the NLSA process.



National Lutheran School Accreditation Code of Ethical Behavior

All individuals interacting with the National Lutheran School Accreditation (NLSA) process are expected to adhere to the NLSA *Code of Ethical Behavior*. The code establishes a general outline of ethical behaviors to be maintained by anyone interacting with NLSA in order to uphold and maintain the confidence of our Lutheran schools and their constituents.

1. Conflicts of Interest

We conduct ourselves in a manner which seeks to avoid a conflict of interest or any appearance of a conflict of interest.

2. Impartiality

We treat all schools and school systems with objective impartiality and courtesy.

3. Confidentiality and Privacy

We treat all information obtained in the NLSA process as confidential and shall not disclose or share information without the express permission of the national NLSA office and the school involved.

4. Transparency

We are committed to providing timely, complete and accurate information at all stages of the NLSA process as per NLSA policies and practices.

5. Responsible Stewardship

We manage the resources of the organization and the NLSA process responsibly and prudently, using organization resources for NLSA purposes only.

6. Signing of Code of Ethics Statement

All individuals interacting with the NLSA process shall be advised of the *Conflict of Interest Policy* and *Code of Ethical Behavior* and shall sign the attached statement.

7. Violations

All alleged violations of the *Conflict of Interest Policy* and/or *Code of Ethical Behavior* shall be immediately brought to the attention of the Director of NLSA. The Director shall inform the indicated individual of the basis for such belief and afford them with an opportunity to explain the alleged violation. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the Director determines the individual has violated the *Conflict of Interest Policy* and/or *Code of Ethical Behavior*, the Director shall take appropriate disciplinary and/or corrective action.



**National Lutheran School Accreditation
Conflict of Interest Policy and Code of Ethical Behavior Agreement**

I, (Insert Name Here), certify that I have read, understand and will act in accordance with the National Lutheran School Accreditation (NLSA) *Conflict of Interest Policy* and *Code of Ethical Behavior*. Subsequently, I declare that I do not have any conflicting interest nor will I take any action which would constitute a conflict of interest under such policy.

Name:

Signature:

Date:

Validation Team Visit School Name:

Validation Team Visit School City/State: