

3008.

ADMINISTRATIVE REGULATIONS
ON INSTITUTIONAL CODE OF ETHICS

3008.1 The Vice President of Human Resources or designee is responsible for implementing this regulation.

3008.2 Definition and Standards of Ethics: Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, unprejudiced, and equitable. The consistent exercise of integrity is the cornerstone of ethical behavior.

3008.3 Importance of Ethics

- A. The credibility of the District’s employees depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance of one’s duties.
- B. Statements of ethical standards do not necessarily ensure ethical behavior. Yet, public statements of intent surely create an expectation that employees will indeed act with integrity in the public interest.
- C. Although the District’s guiding principles cannot address every issue or provide answers to every dilemma, they define the spirit in which we intend to conduct business and should guide us in our daily conduct.

3008.4 Compliance with Laws

Commitment to ethical behavior begins with complying with policies, laws, rules and regulations. Each employee must have an understanding of the policies, laws, rules and regulations that apply to his or her specific role, including, financial conflict of interest laws under the Political Reform Act. If we are unsure of whether a contemplated action is permitted by law or District policy, we should seek the advice from the resource expert. We are responsible for avoiding violations of law and for reporting violations of laws to our supervisors. Nothing in this Regulation shall be interpreted to deprive District employees of their right to free expression when not performing services for the District.

3008.5

District employees shall adhere to the following ethical standards while performing services for the District, while attending District events, while attending professional events related to District service, and when communicating on behalf of the District or its programs or services:

- A. Exercise due diligence in the ethical performance of duties and model the highest standard of ethically responsible behavior.
- B. Facilitate a climate of trust, mutual support, and courteous consideration through actions that demonstrate respect for reason, freedom of expression, and the right to dissent.
- C. Avoid knowingly making false or malicious statements about other employees or students.
- D. Use care and integrity in sharing information, guard privacy rights of all individuals, and avoid disclosing information about selection processes, colleagues or students obtained in the course of professional service unless disclosure is lawful and serves a valid business purpose.
- E. Avoid entering into or recommending that the District enter into contractual relationships that create conflicts of interest and lead to personal gain.
- F. Avoid permitting the interests of any members of the college community to override the best interests of the public served by the District.
- G. Avoid accepting business courtesies that attempt to influence District decisions, such as accepting courtesies from a business whose contract is expiring in the near future.
- H. Exercise great care and good judgment in order to avoid situations that may compromise the District.
- I. Exhibit mutual respect, cooperation, and promote a team environment.
- J. Confront issues and people without prejudice.
- K. Challenge and report unethical behavior in a timely manner.

3008.6

Avoid Fraudulent Activities

Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain.

3008.7 Further Considerations

This Regulation provides general guidelines and expectations for all District employees. It does not supersede more specific District rules, regulations, or state or federal laws affecting ethical considerations.

Reference: ACCJC Accreditation Standard III.A.13

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