

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 3050 Institutional Code of Ethics

Reference WASC/ACCJC Accreditation Standard III.A.13; California Ed Code 87732; 87660-87683

To guide all District employees in setting and practicing high standards of ethical conduct, the following are the expectations for ethical behavior:

- Acting within laws, regulations, and District policies and procedures
- Protecting the District from misappropriation
- Accepting responsibility for and performing consistently and completely position duties
- Maintaining confidentiality within scope of responsibility
- Avoiding conflicts of interest, or its appearance, between personal and institutional interests
- Promoting equality of opportunity for the diverse communities of the institution
- Making objective, well-informed decisions in the best interest of the District
- Being honest in word and action
- Being respectful of self, others, and our diverse communities
- Developing a climate of trust and mutual support
- Being inclusive and valuing others' differences
- Cultivating and sustaining high academic and professional standards
- Creating and maintaining an outcome-based learning environment
- Creating an environment where all people in the institution empower each other to excel
- Facilitating inclusive access to education
- Modeling ethical behavior

This institutional code of ethics procedure and the related policy shall be communicated to all employees of the District. In addition, all employees shall demonstrate a commitment to the principles outlined in the institutional code of ethics.

A review of the institutional code of ethics will be included in the orientation for new employees. Also, all employees will be required to sign a statement that they have read and understand the institutional code of ethics.

Alleged violations of the institutional code of ethics shall be reported to the Superintendent/President or the Chief Human Resources Officer. The District will promptly address any violation of the institutional code of ethics. Alleged violations may be cause for thorough and fair due process review by the District. Where appropriate, due process procedures included in collective bargaining agreements and/or California Education Code will be used to address alleged violations of the code of ethics. If the violation is an alleged unlawful act, appropriate law enforcement authorities will be contacted. Concerns regarding an alleged violation

involving the Superintendent/President shall be reported to and addressed by the Governing Board President.

Inquiries about the institutional code of ethics may be directed to the Chief Human Resources Officer.

Approved by Superintendent/President:

See BP 3050