

## 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 within one year of the ethical violation. Ethical violations may be reported to the Superintendent/ President, Chief Human Resources Officer, or the Hartnell College Ethics Committee (HCEC). Reports to the HCEC can be made anonymously.

The HCEC shall be comprised of the following membership (two-year term): one faculty member, one administrator, one classified staff member, one confidential staff member, one L-39 member, and one student. In cases where the HCEC must meet while faculty is NIC, or over the summer, the student and faculty HCEC members shall be paid \$100 each per complaint. If a member of the HCEC has a conflict of interest regarding any particular complaint, the HCEC member will recuse himself or herself and be replaced by an alternate.

The HCEC shall have the authority to accept reports of ethics violations. The HCEC shall take reasonable steps to ensure the confidentiality of every report of ethics violations.

After a report is submitted to the HCEC, the HCEC will determine whether or not the report falls under the purview of AP 3050. Reports that are not actionable under AP 3050 will be referred to the District for further action.

Once the HCEC accepts the report of an ethics violation, for the purpose of confidentiality, the HCEC could refer the report to Human Resources for an investigation. Human Resources shall thereafter conduct the investigation and communicate the results to the HCEC within ten business days from the date Human Resources receives the report. After Human Resources communicates the results of the investigation to the HCEC, the HCEC shall review the results and make a recommendation to the District within ten business days.

Consequences may be remedial or disciplinary in nature. Remedial action may include, but is not limited to, referral to counseling, revision of department procedures, or additional training and education. Disciplinary action against employees and students will conform to all relevant statutes, regulations, board policies, and administrative procedures, including the provisions of any applicable collective bargaining agreement. The action will be timely, effective, and commensurate with the severity of the circumstances.

Concerns regarding an alleged violation involving the Superintendent/President shall be reported to and addressed by the Governing Board of Trustees.

