

General Institution

1 **AP 3050 INSTITUTIONAL CODE OF ETHICS**

2 **Reference:**

3 ACCJC Accreditation Standard 3

4 **Definition of Ethics**

5 Ethical behavior is often defined as “right” or “good” behavior as measured against
6 commonly accepted rules of conduct for a society or for a profession. The ethical person
7 is often described in absolute terms as one who is fair, honest, straightforward,
8 trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or
9 honest, one loses credibility and is perceived to be unethical. The ethical person must
10 be conspicuously consistent in the exercise of integrity to sustain the credibility that is an
11 expectation of office.

12 **Importance of Ethics**

13 The credibility of the District’s employees depends upon whether they are perceived as
14 honest men and women. If integrity contributes to credibility, then ethical behavior is a
15 singular prerequisite to successful performance.

16 Statements of ethical standards do not necessarily ensure ethical behavior. Yet public
17 statements of intent surely create an expectation that employees will indeed act with
18 integrity in the public interest.

19 **Expectations for Ethical Behavior**

20 Employees of the District shall be committed to the principles of honesty and equity. They
21 shall not seek to abridge for any purpose the freedoms of other employees or students.
22 At the same time, they shall not willingly permit the interests of any members of the
23 college community to override the best interests of the public served by the District.

24 Employees shall exercise judgments that are dispassionate, fair, consistent, and
25 equitable. They shall exhibit openness and reliability in what they say and do as
26 educational leaders. They shall confront issues and people without prejudice. They shall
27 demonstrate a commitment to excellence in education and uncompromising commitment
28 to the principles of ethical behavior.

29 Similarly, students are expected to abide by ethical behavior and decision-making in their
30 treatment of District employees, other students, and members of the public.

31 Disciplinary actions against employees and students will conform to all relevant statutes,
32 regulations, personnel and student policies and procedures, including the provisions of
33 any applicable collective bargaining agreement.

34 **Employee Responsibilities**

35 As practitioners of ethical behavior, District personnel have a responsibility:

- 36 • to provide and protect student access to the educational resources of the District;
- 37 • to protect human dignity, intellectual integrity, and individual freedom, and assure
- 38 that students are respected as individuals, as learners, and as independent
- 39 decision-makers;
- 40 • to protect students from disparagement, ridicule, or capricious judgment;
- 41 • to keep foremost in mind at all times that the District exists to serve students;
- 42 • to foster a climate of trust and mutual support;
- 43 • to foster openness by encouraging and maintaining two-way communication;
- 44 • to encourage, support, and abide by the written Board Policies and Administrative
- 45 Procedures of the District; and
- 46 • to challenge unethical behavior in a timely manner.
- 47 • to report to the Vice President of Human Resources or designee any concerns with
- 48 this policy.

49 Office of Primary Responsibility: President/Superintendent

Date Approved: November 26, 2007

Date Revised: November 17, 2018

Date Reviewed: January 16, 2019; September 26, 2022