

CHAPTER:		DATE ADOPTED	NUMBER
EMPLOYEES	Employee Standards of Ethics	August 10, 1999	302
SYNOPSIS:			
1	General Policy		
2	Standards of Conduct		
3	Instructional Materials		
4	Tutoring		
1	General Policy: It is the policy of the College that no employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of duties.		
2	Standards of Conduct: No employee shall: a. Accept or solicit any gift, favor, or service that might reasonably tend to influence the discharge of official duties. b. Use an official position to secure special privileges or exemptions for anyone, except as may be otherwise provided by law. c. Accept other employment or engage in any business or professional activity which might reasonably require or induce disclosure of confidential information acquired by reason of employment with the College. d. Disclose confidential information gained by reason of an official position, nor shall such information be used for personal gain or benefit. e. Transact any college business in an official capacity with any business entity of which s/he is an officer, agent, or member, or in which a substantial interest is owned. f. Make personal investments in any enterprise which will create a substantial conflict of interest. g. Accept or maintain outside employment which conflicts with the complete performance of assigned duties and responsibilities. h. Use any facilities, equipment, or materials of the College for personal purposes or for purposes which are not a part of the regular program of the College, except as provided under regulation to all citizens of the area.		
3	Instructional Materials: The President or designee shall establish procedures governing the required purchase by students of instructional materials (including textbooks, study guides, syllabi, and supplies) either (a) from a College employee; or (b) from which a College employee may receive direct financial benefit.		
4	Tutoring: Professional personnel shall not render tutorial services for pay to students enrolled in classes of the College except as authorized by the President or designee.		