



AP 3050 Institutional Code of Ethics

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
- Challenging unethical work-related behavior
- 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

Additionally, the following guidelines are encouraged for all employees but are expected of District leaders to promote ethical behavior:

- 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.

Violations of the institutional code of ethics shall be reported to the Superintendent/President or designee. The District will promptly address any violation of the



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institutional code of ethics. Alleged violations may be cause for thorough and fair due process review by the District. If the violation is an unlawful act, a timely, thorough, fact-finding process will be initiated. 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.

Reference: WASC/ACCJC Accreditation Standard III.A.13 (*formerly III.A.1.d*)

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