

Coast Community College District
BOARD POLICY
Chapter 5
Personnel Policies and Human Resources

**BP 7XXX Code of Professional Ethics for all Employees of the
Coast Community College District**

Accreditation Standard III.A.1.d.

The *Code of Professional Ethics* is a public statement by the Board of Trustees and employees of the Coast Community College District that sets clear ethical expectations to guide and inspire professional excellence.

The Coast Community College District is comprised of professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, and uniqueness of each individual within the District community. The District's employees work in various settings and positions; the expectation of all is a commitment to protecting human rights, pursuing academic excellence, and supporting student success.

The conduct of District employees as "public employees" shall be worthy of the respect and confidence of the community the District serves. Employees must, therefore, avoid conduct which is in violation of the public trust or which creates a justifiable impression among the community that such trust is being violated.

All District employees shall exhibit openness and reliability in what is said and done as educational leaders, and shall address issues and people without prejudice. Further, all District employees shall do everything possible to demonstrate a commitment to excellence in education without compromise of the following principles of ethical behavior.

Coast Community College District Employees Shall . . .

1. Demonstrate personal and professional integrity in supporting the mission of the District and the colleges.
2. Be honest and accountable in all District actions and activities and be good stewards of District assets.
3. Contribute to the dynamics of positive interpersonal relationships when dealing with colleagues, students, and the public.
4. Be fair and collegial in all interactions with colleagues, students, and the public, regardless of differences in personal values or beliefs.
5. Adhere to the principles of nondiscrimination and equality without regard to race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

6. Maintain a working and learning environment free from incivility, aggression, bullying, mobbing, and unlawful harassment.
7. Act within applicable laws, codes, regulations, and District policies and procedures.
8. Avoid conflicts of interest, or even the its appearance of conflict of interest, between their obligations to the District and private business or personal commitments and relationships.
9. Maintain confidentiality regarding information about students (See FERPA Statutes and Regulations) or employees obtained in the course of professional duties.
10. Maintain and enhance job effectiveness and competency through continued professional development.

With respect to students, all employees of the Coast Community College District have the responsibility to . . .

1. Keep foremost in mind at all times that the colleges and District exist to serve students.
2. Dedicate themselves to the ideals and principles that will enable students to develop their talents and interests, and pursue their academic success.
3. Make every reasonable effort to create and promote an equal-access learning environment and equal access to the educational resources that will help students succeed.
4. Respect student dignity and individual freedom, and promote respect for students as individuals, as learners, and as independent decision-makers.
5. Understand, appreciate, and contribute to the dynamics of positive and professional interpersonal relationships when dealing with students.
6. Maintain high standards of professional, non-exploitative conduct, and act with integrity when working with students.

Addressing Ethical Violations:

Violations of the *Code of Professional Ethics* harm the District and its standing in the community. Procedures will be developed and adopted to ensure ethical violations can reasonably be reported, investigated, and addressed. Any disciplinary action taken, based on violation of this Policy, shall be in accordance with applicable law and collective bargaining agreements.