



Employee Code of Ethics

All employees of the College should exercise sound judgment and perform their duties in the best interests of the College to present a proper and ethical image to the community and to avoid even the appearance of impropriety.

All employees shall adhere to reasonable ethical standards while working, including the following principles:

1. No officer or employee of the College shall use or permit to be used College equipment, materials, services, or other property for personal benefit or profit.
2. No officer or employee shall influence or seek to influence or participate in the purchase of products, services, letting of contracts, or other transactions of the College when such influence or participation may result in personal gain.
3. No volunteer, officer or employee shall engage in dishonest, unethical, or unprofessional behavior in the workplace.
4. No officer or employee shall fraudulently influence, coerce, manipulate, or mislead an engaged auditor in the performance of an audit for the purpose of rendering the financial statements of the College materially misleading.

This policy will be administered consistent with Policy 5-30.

Further, nothing in this Policy shall in any way restrict the application of or take precedence over any state statute or common law provision with respect to conflict of interest, malfeasance, misfeasance, or nonfeasance in the office.

Adopted: 4/16/09 Rescinded: 5/4/09 Adopted: 10/15/09	Reviewed:	Amended:
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