

CITRUS COMMUNITY COLLEGE DISTRICT General Institution

BP 3050 INSTITUTIONAL CODE OF ETHICS

References: ACCJC Accreditation Standard III.A.1.d

The Citrus Community College District (District) is committed to maintaining a positive, healthy, and respectful environment for board members, employees, students, visitors and all other parties who conduct business or interact with the District. Creating a climate of respect and trust is a responsibility shared by all. This code of conduct seeks to articulate commonly held values that are central to the culture of the District. It provides principles that employees are expected to adhere to and advocate.

Employees will demonstrate the following:

- **Integrity** - Act with honesty and integrity, avoid actual or apparent conflicts of interest between personal and professional relationships, respect differences of opinion and make best efforts to resolve those differences in an ethical and professional manner.
- **Accuracy** – Provide information that is accurate, complete, objective, relevant, timely, and understandable.
- **Accountability** – Comply with current rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.
- **Individual Responsibility** – Act in good faith; act responsibly; and exercise due care, competence, and diligence, without misrepresenting material facts.
- **Confidentiality** – Respect the confidentiality of information acquired in the course of one’s work, except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one’s work will not be used for personal advantage.
- **Knowledge** - Share knowledge and maintain skills important and relevant to the needs of those we serve.
- **Professional Standards of Conduct** – Proactively promote professional standards of conduct as a responsible partner among peers, in the work environment, and in the community.
- **Appropriate Use of Resources** – Achieve responsible use of and control over all assets and resources employed or entrusted.

Board members, employees and students of Citrus College are expected to adhere to all rules of conduct as established by this or any other board policy, administrative procedure or state and federal law as may be applicable.

Nothing in this policy is intended to modify the Faculty Code of Ethical Conduct adopted on February 6, 2006 by the Citrus College Academic Senate.

BP 3050 replaces deleted BP 3602, Code of Conduct.

Board Approved 10/21/14