

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Ethics Policy	<b>NUMBER</b> 6Hx-18-5.90
<b>LEGAL AUTHORITY</b>	112.31 FS, 1001.64 FS, 1001.65 FS; 6A-14.0247 FAC	<b>Page</b> 1 of 3
<b>DATE ADOPTED/AMENDED</b>	Adopted 5/12/2009	

The District Board of Trustees and College employees shall be governed at all times by the applicable provisions of the Code Of Ethics For Public Officers And Employees (ss. 112.311-112.3148, F.S.), as may be amended from time to time, with regard to matters including:

1. Solicitation or acceptance of gifts,
2. Doing business with the College,
3. Unauthorized compensation,
4. Misuse of public position,
5. Conflicting employment or contractual relationship,
6. Disclosure or use of certain information,
7. Voting conflicts, and
8. Filing statements of financial interests.

In addition all employees shall abide by the following “Code of Professional Ethics for All Employees”.

## Introduction

The Code of Professional Ethics (Code) reflects the beliefs, values and professional conduct expected at Palm Beach State College, consistent with the College’s mission statement. The Code is unable to address every situation but serves as a guide for all in identifying and resolving issues of ethical conduct that may arise in College activities and in relationships with each other and the larger community. The Code does not supersede the rights and obligations of all employees under other applicable District Board of Trustees Policies, Florida Statutes, State Board of Education Rules, United Faculty Contract, or Federal and State laws.

## Core Values

The College is committed to the goal of providing quality educational opportunities and of creating a collegial environment based on the highest ideals of professionalism. The College affirms the following core values:

Honesty – The value of honesty asserts the importance of intellectual and personal integrity in teaching, learning and all College activities.

Respect – The value of respect asserts the importance of recognizing the essential worth of students, employees, community members and a wide range of opinions and ideas.

Open Communication – The value of open communication asserts the importance of listening carefully to and learning from one another. Open communication requires mutual trust and courtesy and creates a climate where students and employees may reach their full potential.

Professionalism – The value of professionalism asserts the College’s commitment to the highest possible standards of work performance and behavior.

Fairness – The value of fairness asserts a commitment to clear and equitable standards and practices, which are free from bias, harassment, or discrimination based on race, ethnicity, national origin, religion, gender, sexual orientation, age, disability or any other factors prohibited by law.

Responsibility – The value of responsibility asserts a commitment to a personal and shared accountability for ensuring a culture based on integrity and ethical actions. Responsibility includes the need to take action against wrongdoing, despite peer pressure, fear or loyalty.

### **Supervisory and Administrative Employees**

Employees in supervisory or administrative positions have the added responsibility for demonstrating through their actions the importance of the core values outlined above. Employees in supervisory and administrative positions are responsible for promptly addressing ethical issues or concerns raised by employees and for taking the appropriate steps to deal with such issues. Employees in supervisory and administrative positions should not consider the ethical concerns of employees as threats or challenges to their authority.

### **Division/Department Codes of Ethics**

Where job responsibilities require more specific policies and procedures, these areas of the College will develop them, with guidance from the appropriate Vice President or Provost and approval from the Executive Director of Human Resources and Vice President of Administration and Business Services. Divisional/departmental code of ethics could include such issues as financial reporting; conflict of interest; safety; academic, student and human resource issues; confidentiality and privacy; and appropriate use of College equipment. Divisions/departments must communicate their code of ethics to the College community via the Palm Beach State College web and will include procedures for reporting specific violations.

### **Guidance and Reporting**

Pursuant to the provisions of Section 112.322, Florida Statutes, any employee, when in doubt about the applicability of the provisions of the Code of Ethics for Public Officers and Employees to himself or herself in a particular context, may submit in writing the facts of the situation to the Commission on Ethics, which is an independent commission of the State of Florida, with a request for an advisory opinion to establish the standard of public duty. Any employee who has the power to hire or terminate employees may likewise seek an advisory opinion from the commission as to the application of the provisions of the Code to any such employee or applicant for employment.

All faculty and staff are encouraged to report suspected violations of the “Code of Professional Ethics for All Employees” to the immediate supervisor, administrator in charge of the area of concern, supervising administrator, Provost, or Vice President. Anonymous reporting may also be made to the College’s online reporting system. Investigation of each suspected violation will be coordinated through the Office of Human Resources and will be investigated by an administrator, Provost or Vice President in the area of concern and other personnel as necessary. To the extent possible, complaints will remain confidential and information about them will be provided only to those persons who need to know in order to achieve a timely resolution of the suspected violation. Complaints will follow the District Board of Trustees “Complaint Procedure” as outlined in 6Hx-18-5.491.

### **Disciplinary Action**

Violation of the Ethics Policy may result in disciplinary action up to and including immediate termination of employment in accordance with the District Board of Trustees’ policies and bargaining agreement.