

ADMINISTRATIVE REGULATION 4040

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

INSTITUTIONAL CODE OF CONDUCT

The District is committed to maintaining a positive, healthy and mutually respectful environment for Governing Board members, employees, students, visitors, members of the public and all other parties who conduct business or interact with the District. Creating a climate of civility, mutual respect, and trust is a responsibility shared by all.

Individuals covered by this procedure and related policy include Governing Board members, students, and employees, including faculty, staff, managers, supervisors, vendors, visitors, and members of the public. All individuals covered by this procedure and related policy are expected to adhere to all rules of conduct as established by state and federal law. Additionally, this code of conduct seeks to articulate commonly held values that are central to the culture of the District.

Governing Board members, employees, students, vendors, visitors, and members of the public are expected to comply with the provisions of this policy, and to demonstrate and advocate the following:

Acceptable Behaviors:

Accountability—Comply with current rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.

Accuracy—Provide information that is accurate, complete, objective, relevant, timely, and understandable.

Appropriate Use of Resources—Achieve responsible use of and control over all assets and resources employed or entrusted only for Board approved district activities.

Civility—Act in a courteous and respectful manner, refraining from inappropriate language and unprofessional behavior when interacting and communicating with others.

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 shall not be shared inappropriately or used for personal advantage.

Individual Responsibility—Act in good faith; act responsibly; and exercise due care, competence, and diligence, without misrepresenting material facts.

Integrity—Act with fairness, 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.

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.

1. **Unacceptable Behaviors**

Demeaning, intimidating, threatening, or physically or emotionally violent behaviors, in person or via online/electronically transmitted methods, that affect the ability to learn or work in the District environment are not consonant with the standards of civility and respect as expected in the District and are unacceptable.

Retaliation for reporting violations of this policy, for seeking to have prohibited conduct corrected, or for participating in an investigation is prohibited.

Misrepresentation is prohibited. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

2. **Consequences of Violation**

Anyone who has violated this policy is subject to disciplinary or other action in accordance with established policies, procedures, and collective bargaining agreements including those set forth in BP 4001 Institutional Code of Ethics and BP 5401 Standards of Student Conduct.

Nothing in this Institutional Code of Conduct shall be construed to restrict any constitutionally protected speech or activity.

References:

Accreditation Standard III.A.1.c;
Education Code 70902; and
34 Code of Federal Regulations, Section 668
BP/AR 4200 Whistleblower Protection