



## **Administrative Policy**

<b>Policy Title:</b>	Jackson College Code of Conduct and Ethical Practices
<b>Policy Number:</b>	3107
<b>Date Adopted:</b>	07/14/2008
<b>Version:</b>	6.0
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	04/01/2021
<b>Office Responsible:</b>	President's Office
<b>Reviewing Committee:</b>	Leadership Council
<b>Related Policies:</b>	Jackson College Employee Handbook, Nepotism Policy and Non-Discrimination Policy
<b>Related Laws:</b>	N/A
<b>Related Code of Regulation:</b>	

### **Policy Summary**

The moral character of an educational organization is reflected in the behaviors and actions of its members. At Jackson College it is expected that all employees demonstrate a strong commitment to, and associated behaviors of, ethical behavior. To prevent abuse of authority, all employees and students of Jackson College, as well as those who collaborate and/or contact with Jackson College are expected to follow the guidelines provided in this policy.

### **Policy Statement**

#### **Individual Accountability and Responsibility**

Ethics and integrity are the responsibility of each individual. Therefore, every employee of Jackson College, its students, and any other person acting on behalf of Jackson College, is responsible for ethical conduct consistent with this Code and Jackson College policies. And, especially for those employees functioning in supervisory capacity must assume responsibility for ensuring that their conduct, and the operations for areas which they supervise, complies with this Code, as well as the behaviors outlined in the Employee Handbook. The Jackson College Code of Conduct and Ethical Practice is a statement of our belief in ethical, legal and professional behavior in all dealings within, and outside of the College.

#### **Ethics**

##### **Statement of Beliefs**

As employees of Jackson College, an innovative institution totally committed to student success (TCS<sup>2</sup>), **we believe:**



- The success of our students is always our first priority
- We perform our jobs admirably, giving our best service and support every day, for everyone
- Teamwork is founded upon people bringing different talents and perspectives
- We provide educational and holistic opportunities for those who might otherwise not have them
- A safe and fulfilling environment provides students, employees and community members with an opportunity to grow and learn
- Our progress is validated by setting goals, measuring and celebrating our achievements
- We make decisions that are best for the institution as a whole
- Building and maintaining trusting relationships with each other is essential
- Competence and innovation sustain our values in a competitive marketplace
- We serve as role models, making a positive difference in the lives of our students, our employees, and our communities
- Integrity, opportunity and fairness are our guiding principles
- We prepare our students to be successful in a global environment
- Our work matters!

### **Maintaining our Values**

In order to maintain these values:

1. We act with honesty and integrity, avoiding actual or perceived conflicts of interest between personal and professional relationships.
2. We each work within the authority and limits of our position within the organization.
3. We value and protect members of the College community from harm by fostering an environment that is safe and peaceful for all employees, students, and visitors.
4. We respect the human dignity of all individuals with courtesy and sensitivity.
5. We use resources, personnel and assets to further the mission of the College only and not for personal gain.
6. We utilize confidential information gained in the course of or by reason of our position or official activities only in the discharge of our official duties.
7. We provide full and accurate information for use in decision making and for internal and external reports.
8. We recruit, train, promote and reward people based on their performance and contribution.
9. We respect all JC employees, students and visitors. It is our responsibility to establish a climate of mutual respect; to protect the rights and freedoms of others; and to be discreet in dealing with confidential matters.
10. We comply with all applicable laws, rules and regulations and actively promote awareness, understanding and compliance by other employees.
11. We actively encourage every JC employee to recognize and report any concern about possible illegal or unethical behavior, and we ensure that such reports made in good faith will be acted upon responsibly and without retaliation.



12. We create a workplace where everyone feels free to express opinions and to raise questions and concerns in a safe and supportive environment, without fear of harassment, retribution or retaliation by peers or supervisors.
13. We believe that a healthy organization is built on trust. Therefore, the inherent power in positions is not exploited; the competence and integrity of fellow employees is assumed; the safety of the JC environment is ensured and the College's mandate of public service is promoted.
14. We carry out our work each day with the Jackson College Statement of beliefs and Values as our guiding principles.

## **Conduct**

### **1. Confidentiality**

Our students, and other parties with whom we do business, entrust the College with important personal and business information. It is our policy that all information considered confidential, will not be disclosed to external parties or to employees without a legal "need to know." If an employee questions whether certain information is considered confidential, he/she must first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Senior Vice President of Administration, Talent and Human Resources/COO.

### **2. Conflicts of Interest**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which actions taken on behalf of Jackson College, may conflict with the employee's own personal interests. In every case, all College employees must maintain a position of unconflicted loyalty to the College. In no case can College property, information or business opportunities be used for personal gain.

*Conflicts of interest could arise in the following circumstances:*

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Jackson College;
- Hiring or supervising family members or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a competitor, supplier or contractor; and



- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

### **3. Nepotism, Employment of Relatives and Personal Relationships**

Jackson College wants to ensure that college practices do not create situations, such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Also, to this end, and with the notable exception of those instances involving initial employment contracts prior to 01.01.21, no Direct Relatives (i.e., husband, wife, domestic partner, father, mother, grandfather, grandmother, son, daughter, uncle, or aunt), whether by blood, adoption, or marriage, of a current employee, shall be hired by Jackson College. Further, any employee in a dating relationship, or is a member of the same household as another employee, are not permitted to be in positions that have a reporting responsibility to each other. If a subsequent, legal union occurs, both may remain employees of the College, though never in a reporting relationship to one another. This policy applies to all full-time and part-time JC employees and Board Members. JC student workers, adjunct faculty, temporary workers and tutors are exempt. Exceptions to this policy may only be made at the discretion of the President.

### **4. Protection and Proper Use of College Assets**

College resources may only be used for activities on behalf of the College. Members of the College community are expected to treat College property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping and disposal of College property. For purposes of applying this policy, *College resources* is defined to include but not be limited to the following:

- Cash, and other assets whether tangible or intangible; real or personal property;
- Receivables and other rights or claims against third parties;
- Intellectual property rights;
- Facilities and the rights to use of College facilities;
- The College's name;
- College records, including student records; and
- The College information technology infrastructure.

### **5. Compliance with Laws, Rules, and Regulations**



Jackson College is committed to the highest standards of ethical and professional conduct. This means, we conduct business on behalf of the College adhering to these standards in the performance of our duties. It is the responsibility of each individual – whether a faculty or staff member, student employee or volunteer acting on behalf of the College – to comply with legal and regulatory requirements, policies and procedures that apply to an individual's particular duties. If you are a manager or supervisor, you are also responsible for teaching and monitoring compliance. If you have a question pertaining to interpretation or applicability of a policy, you can contact the individual who has oversight of, or responsibility for, the policy.

## **6. Respect for Others**

The College is committed to the principle of treating each member of the College community with respect and dignity. The College prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, status as a covered veteran or political affiliation.

The College is committed to creating a safe and drug free workplace. Following is a list of the principal policies and reference materials available in support of this standard:

- Employee Handbook
- Labor Contracts
- Policies Applying to Campus Activities, Organizations and Students
- Policy on Sexual Harassment and Procedures for Responding to Reports of Sexual Harassment
- Harassment
- College policies on nondiscrimination and affirmative action

## **7. Reporting Suspected Violations**

Adherence to this Code also requires that any suspected violations of applicable standards, policies, laws or regulations be brought to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and does not jeopardize the College Community member's position or employment.

College policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations. Retaliation is an adverse action taken because an individual has made a report or has participated in an



investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action.

## **VIOLATION OF CODE OF CONDUCT AND ETHICAL PRACTICE**

All Jackson College employees are required to review the Code of Ethics annually through Safe Colleges/Vector Solutions. A violation of this Code of Ethics may result in disciplinary action, up to and including suspension without pay or termination of employment.

### **Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11/15/11	Change log added	A.Goings
11/28/2012	Annual update	D. Phelan
11/05/2014	Edits	S. Johnson
1/18/2017	Biennial Review	Chief of Staff
4/15/2020	Biennial Review	Chief of Staff
3/26/2021	Edits	C. Allen