



Administrative Policy

Policy Type:	Code of Ethics
Policy Number:	LC-3107
Date Adopted:	7/14/2008
Version:	7.0
Review Cycle:	Biennially
Date Last Reviewed:	3/19/2025
Office Responsible:	President's Office
Reviewing Committee:	Leadership Council
Related Policies:	NA
Related Laws:	NA

Policy Summary:

The imperative for ethical conduct is not merely a statutory requirement but a foundational pillar that upholds the integrity and credibility of Jackson College. As a vanguard among community colleges nationally, Jackson College recognizes the profound impact that ethical conduct has on shaping the educational landscape, influencing the development of students, and fostering a culture of trust and respect within the college community and the society it serves.

The nature of this policy is grounded in the recognition that the actions and decisions of each individual associated with Jackson College - whether as faculty, staff, or administrators - reverberate beyond the confines of the institution. Indeed, they carry significant implications for the intellectual, emotional, and social development of our students and the broader community. As such, this policy is an articulation of the standards of conduct and ethical principles that are expected to be exemplified in all facets of college operations and interpersonal relations.

By virtue of this policy, Jackson College endeavors to not only delineate the expectations for ethical conduct but also to inspire its employees to internalize these values, thereby cultivating an environment wherein ethical considerations are intrinsic to decision-making processes, as well as in our daily work. The policy serves as a beacon, guiding the College towards achieving its mission of providing exemplary post-secondary education while maintaining the highest standards of ethical and professional behavior.

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 the [Michigan Department of Education's MI Code of Educational Ethics](#) and this Code.

In the Jackson College Context, context Ethical behavior refers to the principles and practices that guide employees in acting with integrity and professionalism as is codified in the College's great seal Lux et Veritas. It encompasses a commitment to the

College's mission, respect for all within the College community, and adherence to legal and institutional standards. Ethical behavior involves the following key elements:

- **Integrity and Honest:** JC Employees are obligated to demonstrate unassailable integrity and honesty. This entails a commitment to transparency in all forms of communication, an unwavering avoidance of any deceptive practices or the creation of falsehoods, as well as the practice of making decisions rooted in truth and factuality.
- **Impartiality:** All interactions and decisions shall be governed by both College policy and the principles of fairness. Employees must eschew any form of bias or partiality, ensuring that their professional judgments are predicated on meritocratic standards and objective evaluation.
- **Respect and Civility:** Demonstrate consistent respect towards the inherent dignity, rights, and perspectives of all individuals. This encompasses respectful discourse and valuation of all viewpoints.
- **Responsibility and Answerability:** Employees should exhibit a strong sense of responsibility for their actions and decisions. This includes the acceptance of, and accountability for, the resultant consequences of decisions made, as well as, a dedication to personal and professional growth, and a willingness to learn from errors.
- **Confidentiality and Respect for Privacy:** Protect both sensitive and legally restricted information, upholding the privacy of individuals and the College. Disclosure of confidential information should occur only under legal compulsion or ethical necessity.
- **Resource Stewardship:** Employees must judiciously utilize and manage College resources, ensuring their application aligns with the intended institutional purposes. This stewardship is characterized by an avoidance of misuse, and a commitment to the efficient utilization of assets for the community's collective benefit.
- **Adherence to Legal and Institutional Directives:** Employees must comply with all relevant statutory regulations and institutional policies. Employees are expected to be conversant with and responsive to the evolving legal and policy landscape pertinent to their roles.
- **Conflict of Interest Mitigation:** The identification and circumvention of any real or perceived conflicts of interest is required. Such vigilance ensures that professional judgment and institutional integrity are not compromised.
- **Enhancement of Institutional Climate:** Employees are responsible to cultivate an environment that is supportive and conducive to the academic and holistic development of all College constituents. This involves championing an atmosphere of mutual respect, academic rigor, and collaborative engagement.

Practical Application

Additionally, at Jackson College, fostering a culture of ethical behavior is paramount to upholding the institution's values and fulfilling its mission of providing a safe, respectful, and supportive environment for all members of the college community. As such, a listing of examples/practical application is provided below as a translation of the aforementioned so as to guide the conduct of employees, students, and visitors alike. These principles, ranging from acting with honesty and integrity to promoting awareness of laws and regulations, serve as the foundation upon which Jackson College operates. By adhering to ethical standards, Jackson College strives to cultivate an atmosphere where mutual respect, accountability, and integrity are not only encouraged but celebrated, ensuring that all individuals can thrive and contribute to the collective success of the College.

1. Act with honesty and integrity, avoiding actual or perceived conflicts of interest between personal and professional relationships.
2. Work within the authority and limits of our position within the organization.
3. 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. Respect the human dignity of all individuals with courtesy and sensitivity.
5. Utilize resources, personnel, and assets to further the mission of the College only and not for personal gain.
6. 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. Provide full and accurate information for use in decision making and for internal and external reports.
8. Recruit, train, promote and reward people based on their performance and contribution.
9. 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. Comply with all applicable laws, rules and regulations and actively promote awareness, understanding and compliance by other employees.
11. Encourage every JC employee to recognize and report any concern about possible illegal or unethical behavior, and ensure that such reports made in good faith will be acted upon responsibly and without retaliation.
12. 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. Do not exploit the authority of the position held.
14. Conduct work each day with the Jackson College Statement of Beliefs and Values as our guiding principles.

Reporting Suspected Violations

Adherence to this State's code, as well as the College's policy on Ethical Behavior also requires that any suspected violations of applicable standards, policies, laws or regulations be brought to the attention of the appropriate office, ultimately arriving at the College's legal 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:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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
3/13/2024	Review – Edits defining ethics and their practical application, as well as removal of duplicative efforts already codified in other College policies.	President's Office
3.19.2025	Federally mandated compliance amendments.	President's Office