

## **CODE OF PROFESSIONAL ETHICS**

The Board of Trustees of Suffolk Community College believes it is important to establish an official Code of Professional Ethics for the College to promote professional management of its operations. To further this objective, all employees of the College are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. Standards set forth in this Code are promulgated in order to enhance the performance of all persons engaged in College operations.

### **Personal Standards**

College employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of all governing authorities, students, other employees and the public at large.

- They shall devote their time, skills and energies to their positions both independently and in cooperation with other professionals.
- They shall abide by approved practices and recommended standards.

### **Responsibility as an Employee of the Association**

College employees shall recognize and be accountable for their responsibilities as employees of a public community college.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance.
- They shall exercise prudence and integrity in the management of assets in their custody and in all activities.
- They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

### **Professional Development**

College employees shall be responsible for maintaining their own competence and for enhancing the competence of their colleagues and for providing encouragement to those seeking to enter into community college service. College employees shall promote excellence in community college service.

### **Professional Integrity – Information**

College employees shall demonstrate professional integrity in the provision and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.

- They shall prepare and present statements and information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their position.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of existing policy.

### **Professional Integrity – Relationships**

College employees shall act with honor, integrity and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the College, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities and integrity of their colleagues and others with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practice.

### ***Conflict of Interest***

College employees shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their responsibilities without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their College responsibilities and duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official responsibilities and duties.
- They shall not use College property or resources for personal gain.

Board of Trustees  
August 26, 2004