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Chapter: Personnel

Modification No. 001

Subject: **Code of Ethics and Employee Conduct**

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I. In actualizing the core institutional value of integrity, Montgomery College is committed to fostering an environment where ethical standards are routinely and transparently considered by all faculty, staff, and administrators.

II. The purpose of the Montgomery College Code of Ethics is to set ethical standards for faculty, staff, and administrators, acknowledge employees whose decisions and actions meet standards, and hold accountable those employees who choose not to meet standards.

III. The Montgomery College Code of Ethics demands adherence to the following expectations:

Accountability: College employees will fulfill their roles and responsibilities to the best of their abilities. College employees will be personally accountable for the highest standards of moral and ethical behavior in all aspects of their work.

Civility and Collegiality: College employees will work together to create a culture of civility and inclusion built on trust, respect, and dignity for all.

Compliance: College employees will understand and comply with the codes, laws, regulations, policies and procedures that govern our College activities, as well as any standard of conduct and ethics required by professional associations of which the College or employee is a member.

Fairness: College employees will follow and execute the policies, procedures, and standards with objectivity and consistency, without discrimination or favoritism.

Honesty: College employees will be open, honest, and direct.

Respect: College employees will consistently treat all people and College resources with respect.

Stewardship: College employees will be prudent and responsible stewards of College resources.

III. The President is authorized to establish procedures to implement this policy.

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Board Approval: June 19, 2017, 2017

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I. General

- A. The purpose of the Montgomery College Code of Ethics is to outline ethical standards for employees, acknowledge employees whose decisions and actions meet these standards, and hold accountable those employees who choose not to meet the standards.
- B. The Office of Compliance, Risk, and Ethics shall be responsible for recommending to the President the Montgomery College Code of Ethics and Employee Standards of Conduct Handbook, which may be periodically reviewed and amended, and ensuring the Handbook is widely distributed to the College community and all College employees receive initial and periodic refresher training.
- C. The purpose of the Montgomery College Code of Ethics and Employees Standards of Conduct Handbook is to outline expectations concerning employee conduct that is congruous with the ethical standards outlined in the Montgomery College Code of Ethics. The Montgomery College Code of Ethics and Employee Standards of Conduct Handbook will include expectations regarding: compliance with all applicable county, state, and federal laws and regulations and College policies and procedures.
- D. The Montgomery College Code of Ethics and Employee Standards of Conduct Handbook will also include information for reporting suspected violations of the Montgomery College Code of Ethics and Standards of Conduct. Received reports shall be considered as described in the Montgomery College Policy and Procedure, 61008CP.
- E. Received reports of violations that could otherwise be addressed through the College's existing policies and procedures, including the applicable grievance procedures, shall be forwarded to the appropriate Senior Vice President. The Senior Vice President is responsible for ensuring the appropriate office addresses the forwarded reported violation and reporting the outcome to the Office of Compliance, Risk and Ethics. The Office of Compliance, Risk and Ethics is responsible for gathering information concerning the outcomes of the investigations of the reports forwarded to other College offices. All reports received under this procedure will be included as part of the reporting outlined in procedure 61005CP Internal Audit.
- F. There shall be no retaliation against individuals who, in good faith, report suspected violations. Individuals who believe they have suffered retaliation as a result of making a disclosure through this process may report suspected violations to the Chief Compliance, Risk and Ethics Officer.

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Presidential Approval: June 30, 2017