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SECTION: Human Resources

POLICY TOPIC: Employee Standards of Ethics

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I. Declaration of Policy

It is the policy of the College that no employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest. To implement this policy and to strengthen the faith and confidence of the citizens in the College, there are provided standards of conduct and disclosure requirements to be observed by persons owing a responsibility to the people of the county in the performance of his or her duties. This policy shall serve as a guide for official conduct and as a basis for discipline of those who breach the standards of ethics.

II. Standards of Conduct

- A. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence him/her in the discharge of his/her official duties or that he/she knows or should know is being offered him/her with the intent to influence his/her official conduct.
- B. No employee shall use his/her official position to secure special privileges or exemptions for himself or herself or others, except as may be provided by law.
- C. No employee shall accept other employment or engage in any business or professional activity which he/she might reasonably expect would require or induce him/her to disclose confidential information acquired by him/her by reason of his/her employment with San Juan College.
- D. No employee shall disclose confidential information gained by reason of his/her position, nor shall he/she otherwise use such information for his/her personal gain or benefit.
- E. No employee shall transact any business in his/her official capacity with any business entity of which he/she is an officer, agent, or member, or in which he/she owns an interest.

- F. No employee shall make personal investments in any enterprise which will create a conflict between his/her private interests and the public interest.
- G. No employee shall accept other employment which might impair his/her independence or judgment in the performance of his/her public duties.
- H. No employee shall conduct himself/herself in such a manner as to alienate himself/herself from his/her students, fellow employees, and/or the public he/she serves.

III. Disclosure of Interest

- A. Certification of No Interest: Any employee in the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the College (other than employment contracts) is deemed to have certified in writing that he or she does not have a substantial interest in any business entity which is a party to or receives direct financial benefit from San Juan College's purchase or contract.
- B. Non-Certification: If in any case an employee is or anticipates that he/she will be in breach of the above certification, he/she shall immediately notify his immediate supervisor of such fact, identify the business entity in which he has a substantial interest and the nature and extent thereof. The President shall take appropriate action as he/she may deem necessary to avoid a conflict of interest with regard to such transaction.

IV. Non-Compliance

The failure of any employee to comply with one or more of the provisions of this policy which apply to him/her shall constitute cause for termination of employment, subject to right of hearing.