



MONTEREY PENINSULA
COLLEGE

ADMINISTRATIVE PROCEDURES

Chapter 3 General Institution

3050

AP 3050 Institutional Code of Ethics

Introduction

The Monterey Peninsula Community College District Institutional Code of Ethics is a set of broad ethical principles and standards of conduct. It is intended to guide District personnel in the performance of their duties. All District employees are required to comply with this Code of Ethics.

Statement of Commitment

While conforming to the highest ethical standards in service to the District's diverse community, District personnel shall be committed to advancing the District's mission, strategic initiatives, and institutional goals, which include but aren't limited to:

1. success for all students by providing excellent and innovative programs, resources, and services that empower them to achieve their individual educational goals;
2. providing an educational environment for all students that emphasizes inclusiveness and equity-minded principles; and
3. fostering an organizational culture that supports collaboration, professional growth, and leadership development.

Purpose

The purpose of the Institutional Code of Ethics is to:

1. ensure to the greatest possible extent that District business is consistently conducted in a legal and highly ethical manner and
2. clarify for current and future personnel and students, as well as members of the public, the broad ethical principles and standards of conduct by which all District employees are expected to abide.

Limitations

The Institutional Code of Ethics is not intended to provide comprehensive guidelines regarding ethical issues in education, nor does it supersede laws, regulations, or more specific District board policies and administrative procedures by which District personnel also are expected to abide.

Ethical Principles

District personnel should consistently demonstrate commitment to and be guided in their professional conduct by the ethical principles listed below:

1. Honesty
2. Integrity
3. Accountability
4. Respect

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5. Trust
6. Equity
7. Inclusivity

Expectations for Ethical Behavior

District personnel shall consistently and without compromise demonstrate ethical decision-making and behavior in the performance of their duties.

Conduct by which employees must abide includes but is not limited to:

1. adhering to laws, regulations, and District policies and procedures;
2. fostering a welcoming environment that increases engagement and a sense of belonging by:
 - a. embracing diversity in all its forms and recognizing, accepting, and respecting the dignity, value, uniqueness, potential, and contributions of every individual;
 - b. facilitating the inclusion of District students and personnel in the District's participatory governance process;
 - c. working cooperatively and collegially with others, treating them with respect and courtesy even though vigorous differences of opinion and philosophy may arise;
 - d. facilitating equitable and inclusive access to education and the educational resources of the District;
 - e. providing equitable and inclusive support and opportunities to the diverse communities of, and the diverse communities served by, the District;
 - f. making all reasonable efforts to ensure the safety and security of District students and personnel; and
 - g. not engaging in any form of discrimination, abuse, harassment, and exploitation;
3. performing all aspects of professional responsibilities honestly;
4. refraining from misappropriation and fraudulent activities;
5. avoiding conflicts of interest between personal and District interests and not using positions to benefit any individual or agency apart from the welfare of the District;
6. taking appropriate measures to safeguard confidential and privileged information and not disclosing such information unless disclosure serves a compelling business purpose or is required by law;
7. honestly and accurately representing District goals, services, programs, policies, and procedures;
8. refraining from creating the impression of speaking or acting on behalf of the District if not authorized to do so, including when speaking and acting as private persons;
9. refraining from intentionally making false and/or malicious statements;
10. maintaining and enhancing professional competence and effectiveness through continuing education to improve skills and acquire new knowledge, and assuring the same opportunity for any persons under supervision;
11. accurately representing experiences, credentials, and competencies, and correcting any misrepresentations of such information; and



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12. making decisions and engaging in actions that are well-informed, objective, equitable, fair, and consistent.

Any District personnel unsure of whether a contemplated action is permitted by law or college policy should seek advice from the resource expert.

Consequences for Violations

Personnel who fail to comply with the District's Institutional Code of Ethics will be subject to disciplinary action in accordance with established disciplinary procedures, relevant regulations, board policies, administrative procedures, and collective bargaining agreements. Consequences will be timely and commensurate with the severity of the violation.

Reporting Violations

District employees are responsible for reporting potential and actual ethics violations. Reports should be made in a timely manner to immediate supervisors, any District administrator, and/or the Chief Human Resources Officer. Concerns regarding an alleged violation involving the Superintendent/President shall be reported to and addressed by the Governing Board of Trustees. Every reported violation will be investigated promptly, thoroughly, and with as much confidentiality as possible.

Retaliation and Retribution

The District prohibits retaliation and retribution against any employee for good faith reporting of actual and potential ethics violations. Any employees who believe they may have been retaliated against should contact the Chief Human Resources Officer.

Communication to Employees

The Institutional Code of Ethics policy and procedure shall be included in the orientation for new employees.

See Board Policy 3050 - Institutional Code of Ethics

See also District Board Policies and Administrative Procedures (posted on the MPC website), *Educational Master Plan*, Collective Bargaining Agreements, and ethical standards established by professional organizations, including but not limited to the Association of California College Administrators and the Academic Senate for California Community Colleges

Reference: ACCJC Accreditation Standard III.A.13

Approved: May 11, 2021