



AP 3050 Institutional Code of Ethics

Victor Valley Community College District upholds a code of professional ethics, principles, and guidelines for the conduct of all District employees.

District employees should be familiar with, and adhere to the principles of, the Institutional Code of Ethics, and laws, policies, procedures, and regulations that are relevant to their work. Details regarding consequences for violations of professional ethics can be located in each bargaining unit's contract or employment handbook.

District employees are expected to practice the highest standards of ethical conduct. The following are guidelines and expectations for the ethical behavior standards District employees should uphold:

- Understand and support the Mission, Goals and Vision of the College.
- Understand and support that the College exists to serve students.
- Adhere to laws, regulations, and District policies and procedures.
- Perform with personal and professional integrity, including respect, fairness, collegiality and civility in all activities.
- Respect the diversity, opinions, values, and traditions of all people and be fair and equitable in the treatment of others.
- Safeguard the privacy and confidentiality of students and employees.
- Promote an environment free from discrimination and harassment.
- Avoid conflict of interest and/or appearance thereof.
- Ascertain and follow professional best practices.
- Foster open communication and truthfulness with other employees and students.
- Be honest, open and trustworthy.
- Take responsibility for one's own behavior.
- Challenge unethical behavior in a timely manner.

This institutional code of ethics procedure shall be communicated to all employees of the District. In turn, all employees of the District shall demonstrate a commitment to the principles outlined in this procedure.

Violations of the Institutional Code of Ethics shall be reported to the Superintendent/President or their designee. The District will promptly address any violation of the Institutional Code of Ethics. Alleged violations may be cause for thorough and fair due process review by the District. If a violation is an unlawful act, a timely, thorough, fact-finding process will be initiated. Concerns regarding an alleged violation involving the Superintendent/President shall be reported to and addressed by the President of the Board of Trustees.

References:

ACCJC Accreditation Standard III.A.13