

Chapter 3 - General Institution

BP 3050 Institutional Code of Ethics

References:

Accreditation Standards; ACCCA Statement of Ethics

Mt. San Antonio College recognizes that a commitment to the highest ethical and professional standards on the part of all persons associated with the College is necessary to fulfilling ~~ing our~~ the College's mission and ~~realizing our~~ vision, which are policies of the College.

–This code of ethics is based on two fundamental principles.

The first is a recognition of the dignity of all persons, which respects the inherent value and worth of each person. The second principle is a commitment to fulfilling ~~ing our~~ obligations to others using fair and honest means.

All associates in the College, faculty, students, management, classified staff, and trustees, as well as volunteers and vendors, bear personal responsibility for their own ethical behavior and for the ethical stature of ~~our organization~~ the institution. ~~We are~~ The College is committed to fulfilling ~~the College's~~ its mission. While ~~we~~ the College recognizes the relationship between law and ethics, ~~we further understand that~~ legal requirements are necessary, but not sufficient, ~~and we endeavor~~ The College community will always to do what is right and just, even when no one is watching, compelling, or evaluating ~~our~~ individual's actions.

Definition of Ethics

~~Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.~~

Importance of Ethics

The credibility of Mt. San Antonio College depends upon whether it is perceived as honest. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance. When people are convinced that public institutions employ honest individuals, questions of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations for Ethical Behavior

Employees of ~~f Mt. San Antonio College~~ the College shall be committed to the principles of honesty and equity. ~~They shall not seek to abridge for any purpose the freedoms~~ The inherent dignity of all persons requires that ~~we all members of the College community~~ conduct ~~ourselves themselves~~ with civility in all circumstances of ~~our their~~ professional lives. This means ~~we the College does~~ not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The College encourages the expression of a range of points of view, but ~~we expects~~ all expressions of content ~~to be~~ conducted in a manner respectful of all persons. The College nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behavior of a person or group is different from ~~our its~~ own. ~~At the same time, they~~ The College shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College. ~~Employees shall exercise judgments that are dispassionate, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice.~~ They College shall do everything ~~they can~~ possible to demonstrate a commitment to excellence in education without ~~compromise~~ compromising ~~to~~ the principles of ethical behavior.

The College further protects the dignity of persons by maintaining the boundaries of both necessary and appropriate confidentiality, and by prohibiting the exploitation of all persons through ~~sexual harassment or~~ financial, professional, or any other form of exploitation. The College seeks to develop policies, procedures, and practices which are both compassionate and fair. In order to assure that we are fair in our policies, procedures, and practices regarding the dignity and worth of persons, the College specifically prohibits discrimination and harassment as codified in BP/AP 3410 and BP/AP 3430, respectively. The College further prohibits abusive conduct as defined herein. titled Nondiscrimination. While ~~this these~~ prohibitions ~~is are~~ necessary, it is the genuine valuing of diversity that serves to create the general atmosphere in which persons can thrive and realize their potential.

~~Similarly, students are expected to abide by ethical behavior and decision-making in their treatment of College employees, other students, and members of the public.~~

Fairness and Honesty

The College desires to participate in a healthy work environment that emphasizes the achievement of our common purpose and the development of our potential as individuals and as an organization.

The College will actively work to build the trust necessary to conduct its mission through open, honest, and fair practices and communication at all levels.

The College values and practices the sharing of information, transparency of policy, and consistency of practice in all its dealings.

The College does not tolerate or condone dishonest practices, such as lying, stealing, plagiarizing, cheating, or deliberate misrepresentation of self, program, or information.

The College does not tolerate the misappropriation of resources of any kind, either through misuse of property, time, equipment, or systems, or through inaccurate reporting which results in personal or group gain.

The College develops and uses systems for the prohibition of bias, and for the reporting of conflict of interest, including conflicts resulting from work relationships in which employees have more than one role in relation to another person, resulting in social pressures on professional conduct.

In those circumstances where such conflicts cannot be avoided and/or are considered minor in scope, we will commit to open and transparent consultation with supervisors and colleagues in order to protect individual rights, professional reputations, and the ethical reputation of our institution.

The College will engage in self-monitoring and open information sharing to assure fairness in the distribution of resources necessary to support its mission.

Competence

The College recognizes the importance of competence to the effectiveness and trustworthiness of its endeavors. The College maintains currency in all areas of responsibility and seeks and uses feedback for improved performance, while also recognizing and celebrating performance achievements. The College is aware of and will behave in accordance with the policies and practices of its various professional associations and share these practices with students and colleagues.

The College will further acknowledge and seek intervention related to impediments to competent performance, including but not limited to continuing education needs, drug and alcohol abuse, and physical or mental impediments to competent performance of our duties. The College will use appropriate systems to support rehabilitation and/or accommodation.

Employee Responsibilities

The following statements of responsibilities are intended as guidelines.:

- ~~To provide and protect student access to the educational resources of the College;~~
- ~~To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers;~~
- ~~To protect students from disparagement, embarrassment, or capricious judgment;~~
- ~~To keep foremost in mind at all times that the College exists to serve students;~~
- ~~To develop a climate of trust and mutual support;~~
- ~~To foster openness by encouraging and maintaining two-way communication;~~
- ~~To encourage, support, and abide by the written Board Policies and Administrative Procedures of Mt. San Antonio College; and~~
- ~~To challenge unethical behavior in a timely manner.~~

With respect to students:

- Remain continuously informed of characteristics, preferences, and educational needs of the local community.
- Provide and protect student access to educational resources of the College.
- Protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
- Invite students to contribute to the College decisions and directions.
- Protect students from disparagement, embarrassment, or capricious judgment.
- Keep foremost in mind at all times that the College exists to serve students.

With respect to colleagues and staff:

- Develop a climate of trust and mutual support through the governance process characterized by participation of the people affected; focus on objectives rather than personalities; respect for reason, freedom of expression, and right to dissent.
- Foster openness by encouraging and maintaining two-way communication.
- Encourage, support, and abide by written policies and procedures and to communicate clearly to new staff members the conditions of employment, work expectations, and evaluation procedures.
- Provide opportunities for professional growth.
- Provide due process with opportunity for appeal and review of employee evaluation.

With respect to the Board of Trustees:

- Keep the Board informed so it can act in the best interests of the College and the public.
- Act in the best interest of the College even when that action conflicts with an interest of an administrator or individual colleagues.
- Be guided by the principles and policies established by the Board of Trustees.

The Binding Nature of Ethical Standards of Mt. San Antonio College

This statement of ethics articulates mutual expectations related to the employment or participation in providing services in the College, including service on the Board of Trustees and community advisory boards, and as volunteers and contracted service providers.

Definitions

Abusive Conduct - conduct of employees in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

Bias – a partiality that prevents objective consideration; influence in an unfair way

Civil Discourse – engagement in courteous and polite conversation intended to enhance understanding; a moral interaction that presupposes ethical standards.

Civility – courtesy; politeness.

Competence – the act of performing tasks and roles to an expected standard based on the possession of required skills, knowledge, qualifications, or capacity.

Dignity – bearing, conduct, or speech indicative of self-respect or appreciation of the formality or gravity of an occasion or situation; the quality or state of being worthy of esteem or respect.

College – the Mt. San Antonio College ~~(referred to as “we” or “our”)~~ is a political subdivision of the State of California and includes all Colleges, Centers, satellites, online, and all sites and persons governed by the Mt. San Antonio College Board of Trustees.

Ethical Standard – the principles and norms of proper professional and moral conduct concerning the rights and duties of professionals themselves and their conduct toward others.

Ethical Stature – The reputation for achieving and maintaining the highest level of professional and moral conduct.

Ethics – a system of moral principles; moral principles, as of an individual; a set of principles of right conduct.

Exploitation – the act of using another for personal gain; the practice of treating someone badly

Inherent – existing in someone or something as a permanent and inseparable element, quality, or attribute; existing as an essential constituent or characteristics; intrinsic.

Just – guided by truth, reason, justice, and fairness; done or made according to principle; equitable; property.

Reputation – the estimation in which a person or thing is held by others; the state or situation of being held in high esteem.

Right – in accordance with what is good or proper; in conformity with fact, reason, truth, or some standard or principle; correct in judgment, opinion, or action.

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