

## Chapter 3 - General Institution

### BP 3050 Institutional Code of Ethics

#### References:

Accreditation Standards; ACCCA Statement of Ethics, Community College League of California

Mt. San Antonio College recognizes that a commitment to high ethical standards on the part of all persons associated with the College is necessary to fulfill the College's mission, vision, and core values.

This code of ethics recognizes the dignity of all persons, respects the inherent value and worth of each person, and recognizes a commitment to fulfill obligations to others using fair and honest means.

All associates of 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 the institution. The College is committed to fulfilling its mission. While the College recognizes the relationship between law and ethics, legal requirements are necessary, but not sufficient. The College community strives to do what is fair and honest, even when no one is watching, compelling, or evaluating individuals' actions.

#### Importance of Ethics

The credibility of Mt. San Antonio College depends upon whether its community members are perceived as honest. Since integrity contributes to credibility, 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 the College shall be committed to the principles of honesty and equity. The inherent dignity of all persons requires that all members of the College community conduct themselves in a collegial and professional manner. The College encourages expression of a range of points of view, and expects all expressions of content be conducted in a respectful manner. The College community nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behaviors of a person or group is different from its own. The College shall not willingly permit the rights and privileges of any member of the College community to override the best interests of the public served by the College.

The College further protects the dignity of all persons by maintaining the boundaries of both necessary and appropriate confidentiality and by prohibiting the exploitation of all persons through financial, professional, or any other form. In order to ensure fairness in the College's 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.

### Fairness and Honesty

The College promotes a work environment that emphasizes the achievement of our common purpose and the development of our potential as individuals and as an organization.

The College shall develop procedures 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, cheating, or deliberate misrepresentation of self, program, or information.

The College does not tolerate the misappropriation of its resources for personal financial gain, including the misuse of property, time, equipment, or systems, or through inaccurate reporting.

The College prohibits unlawful discrimination on the basis or perception of an individual's protected categories. Each individual of the College community is encouraged to report unlawful discrimination and conflicts of interest to the College administration.

The College shall develop procedures to prohibit bias, abusive conduct, and conflicts of interest among members of the College community. In circumstances where such bias or conflicts of interest can be avoided, the College commits to consultation with individuals to protect individual rights, professional reputations, and the ethical reputation of our institution.

### Employee Responsibilities

The following statements of responsibilities are intended as guidelines.

- Remain informed of educational needs of the local community.
- Provide 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's decisions.
- Provide an environment conducive to learning.
- Support the College's mission to serve students.
- Develop a climate of trust and mutual support 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

## Definitions

Abusive Conduct<sup>1</sup> - 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<sup>2</sup> – a partiality that prevents objective consideration; influence in an unfair way.

Dignity<sup>3</sup> – The state or quality of being worthy of honor or respect; a composed or serious manner or style; a sense of pride in oneself; self-respect.

College – the Mt. San Antonio College is a political subdivision of the State of California and includes all campuses, online environments, 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<sup>4</sup> – Moral principles that govern a person's behavior or the conducting of an activity.

Exploitation<sup>5</sup> – The action or fact of treating someone unfairly in order to benefit from their work. The fact of making use of a situation to gain unfair advantage for oneself.

Inherent<sup>6</sup> – Existing in something as a permanent, essential, or characteristic attribute. Vested in (someone) as a right or privilege. Existing in someone or something as a permanent and inseparable element, quality, or attribute; existing as an essential constituent or characteristics; intrinsic.

Just<sup>7</sup> – Based on or behaving according to what is morally right and fair (of treatment) deserved or appropriate in the circumstances.

Reputation<sup>8</sup> – The beliefs or opinions that are generally held about someone or something. A widespread belief that someone or something has a particular characteristic.

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<sup>1</sup> Cal. Gov. Code 12950.1(h)(2)

<sup>2</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/bias>

<sup>3</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/dignity>

<sup>4</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/ethics>

<sup>5</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/exploitation>

<sup>6</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/inherent>

<sup>7</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/just>

<sup>8</sup> Oxford Dictionaries. Retrieved October 2, 2018. Website: <https://en.oxforddictionaries.com/definition/reputation>

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