

## **ETHICS\* AND GIFTS**

The employees of Temple College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

### **The employees of Temple College:**

Shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, sexual orientation, or age.

Shall strive to help each student realize his or her full potential as a learner and as a human being.

Shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

Shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

Shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

Shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

Shall make the most judicious and effective use of the College's time and resources.

Shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

Shall support the goals and ideals of the College and shall act in public and private affairs in such a manner as to bring credit to the College.

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Shall not engage in any form of harassment of students or colleagues and shall adhere to the College's policy on sexual conduct. Each employee will participate in an annual training program designed to prevent sexual harassment.

Shall observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.

Shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.

Shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

Shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

Shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

Shall report any discrepancy or wrongdoing to an appropriate supervisor.

\*Adapted from the Texas Community College Teachers Association, Code of Professional Ethics, (Revised February 20, 1997).

## Gifts

Employees shall not accept or solicit any gift, favor, service, or benefit that the employee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the employee may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official College position for personal gain. Exceptions could include non-cash items less than \$50 in value and costs associated with expenses accrued in the performance of official duties that are not reimbursed by the college such as food, lodging, and transportation.

This policy does not restrict the acceptance of gifts or tokens offered and accepted openly from students or other persons or organizations in recognition or appreciation of service.

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