
Allan Hancock Joint Community College District**Board Policy****Chapter 3 – General Institution**

BP 3050 INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Ethics is often defined as “right” or “appropriate” behavior within a society or a profession. The District is committed to hiring employees who demonstrate fairness, honesty, transparency, trustworthiness, and who value diversity.

Allan Hancock Joint Community College District is dedicated to, and employee behavior shall be guided by, the following values, principles and ideals:

SHARED VALUES

Student Success
Innovation
Mutual Respect
Lifelong Learning

Diversity
Academic Freedom
Shared Governance
Excellence

- Above all else, under the auspice of the mission of the college, advocate for student success;
- Respect the dignity, worth, and uniqueness of each individual;
- Recognize that individuals achieve their full potential in the context of relationships that are based on trust and respect;
- Embrace a climate of trust and mutual support through a participatory governance process;
- Honor reason, freedom of expression, and right to dissent;
- Foster openness by encouraging and maintaining communication;
- Refrain from disparagement, ridicule, or capricious judgment;
- Be guided by the policies and procedures established by the board of trustees.

Reference: Accreditation Standard III.A.13

Adopted: 2/16/10

Revised: 8/9/16

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3050 INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Employee Complaints of Violations of the Institutional Code of Professional Ethics:

The District strongly encourages employees who believe they have been the victim of a violation of professional ethics to file a complaint via the Employee Complaint Form. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

The Director, Human Resources is the "responsible District officer" charged with receiving complaints of violations of this policy and coordinating the investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.

Violations of this policy that are substantiated via the procedures outlined above shall be handled in accordance with all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

Student Complaints of Violations of the Institutional Code of Professional Ethics:

Student complaints regarding violation(s) of this policy by employees of the District shall be addressed in accordance with Board Policy and Procedure 5530, Student Rights and Grievances.