



OPERATIONAL POLICY: 2.19

Operational Policy Owner: Chief Human Resources Officer

Code of Ethics

OPERATIONAL POLICY STATEMENT

As an organization, Yavapai College will conduct its business in compliance with laws and regulations and use good judgment in following ethical principles. The College is committed to conducting its business with honesty and integrity underlying all relationships, including those with students, employees, suppliers and our communities.

The highest standards of ethical business conduct are thus required of College employees in performance of their responsibilities. Employees will avoid, for example, any action, whether or not specifically prohibited in College operational policies, which might result in or reasonably be expected to create an appearance of circumstances or actions that favor an employee, his/her family, or an organization with which he/she is associated, rather than the College's interest (reference Operational Policy 2.20, Conflict of Interest). Employees must also protect confidential information obtained in the course of professional service, disclosing only with authorization unless disclosure is authorized or required by law.

Every employee has the responsibility to follow this operational policy, ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this operational policy. An employee who fails to comply with the College's high standards of business conduct will be subject to corrective action up to and including dismissal.

The College will maintain a program to communicate its commitment to integrity and uncompromising values to employees. The program will inform employees of operational policies and procedures regarding ethical business conduct and assist them in resolving questions and in reporting suspected violations. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated. The Human Resources department is responsible for providing operational policy and program guidance. Managers are responsible for supporting the applicable implementation and monitoring compliance.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.4.1, Adopted 1/25/2000

Revised 7/13/2010

Renumbered to Policy 2.19 in 10/2014

Revised to "Operational" Policy 3/5/2021
