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Owner Janet Nix:
Chief
Human
Resources
Officer

Area 2.0 Human
Resources

Code of Ethics, 2.19

Purpose

In line alignment with ~~the~~ Yavapai College's value of integrity, this operational policy ~~outlines the~~ ethics establishes the ethical standards by which the College ~~operates~~ conducts its business and fulfills its educational mission. The College ~~will conduct business~~ is committed to operating with high standards, honesty, and in compliance accountability, transparency, fairness, and respect, and to complying with all applicable laws and, regulations, accreditation expectations, and College policies. This policy is intended to support a culture in which employees, students, and representatives of the College exercise sound judgment, act in the best interests of the institution, and uphold public trust.

Policy Application

~~This policy applies to all College faculty, staff, and students.~~

This policy applies to all Yavapai College employees, including faculty, staff, administrators, student employees, volunteers, and others acting on behalf of the College. Certain provisions may also apply to students, contractors, vendors, and affiliated individuals when their conduct affects College operations, resources, reputation, or compliance obligations.

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.~~

Yavapai College will conduct its business and institutional activities in accordance with high ethical

standards and in compliance with applicable laws, regulations, accreditation standards, and College policies. The College expects all individuals acting on its behalf to demonstrate honesty, integrity, respect, accountability, and responsible stewardship of College resources.

Ethical conduct requires not only compliance with written rules, but also the exercise of good judgment in circumstances where policies may not provide specific direction. Employees and representatives of the College are expected to avoid conduct that could reasonably create an actual or perceived conflict of interest, misuse of authority, unfair advantage, improper benefit, breach of confidentiality, retaliation, or harm to the College's mission and reputation.

I. Employee Responsibility-

~~The highest standards of ethical business conduct are 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.~~

All College employees are expected to uphold the highest standards of ethical and professional conduct in the performance of their duties.

Employees are responsible for:

- : Acting honestly, fairly, and in good faith in all College-related matters;
- : Complying with applicable laws, regulations, accreditation expectations, and College policies;
- : Using College resources responsibly and only for authorized institutional purposes;
- : Avoiding actual, potential, or perceived conflicts of interest;
- : Protecting confidential, sensitive, and personally identifiable information obtained through their College role;
- : Disclosing confidential information only when authorized or required by law;
- : Treating students, colleagues, community members, vendors, and partners with professionalism and respect;
- : Asking questions and seeking guidance when ethical or compliance concerns arise;
- : Reporting suspected violations of law, regulation, policy, or ethical standards through appropriate channels;
- : Cooperating honestly and fully with reviews, audits, inquiries, or investigations conducted by the College or authorized external entities.

Employees must avoid any action that, whether or not specifically prohibited by policy, may reasonably

appear to place personal, financial, political, family, or outside organizational interests above the best interests of the College.

Employees who fail to comply with this policy may be subject to corrective or disciplinary action, up to and including termination, in accordance with applicable College policies and procedures.

II. College Leadership and Management Responsibility.

~~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 applicable implementation and monitoring compliance.~~

College leaders, supervisors, and managers have an enhanced responsibility to model ethical behavior and promote a culture of integrity, accountability, and compliance.

Supervisors and managers are responsible for:

- : Demonstrating ethical leadership in decision-making and communication;
- : Ensuring employees understand applicable policies, procedures, and expectations;
- : Supporting employees who raise questions, seek guidance, or report concerns in good faith;
- : Taking appropriate action when concerns are reported or identified;
- : Avoiding retaliation or conduct that could reasonably be perceived as retaliatory;
- : Maintaining confidentiality to the extent possible and appropriate;
- : Promoting consistency, fairness, and transparency in the application of College policies.

Leaders are expected to foster an environment where employees can raise genuine concerns without fear of retaliation, intimidation, or adverse treatment.

III. College Responsibility

Yavapai College is responsible for maintaining an ethics and compliance program that supports institutional integrity and responsible conduct.

The College will:

- : Communicate its commitment to ethical conduct, integrity, compliance, and accountability;
- : Provide guidance, training, and resources to assist employees in understanding their responsibilities;
- : Maintain accessible mechanisms for asking questions, seeking guidance, and reporting concerns;
- : Review and respond appropriately to reported concerns;
- : Protect individuals who raise good-faith concerns from retaliation;

- Promote consistent application of policies and procedures;
- Maintain appropriate documentation of ethics, compliance, and policy-related matters;
- Periodically review this policy and related procedures to ensure alignment with legal, regulatory, accreditation, and institutional best practices.

The Human Resources Department is responsible for providing policy guidance, supporting training and communication efforts, and assisting with the review and resolution of concerns within its area of responsibility. Other departments, including Legal, Compliance, Finance, Academic Affairs, Student Affairs, or other relevant offices, may be involved as appropriate depending on the nature of the concern.

IV. Reporting Concerns and Seeking Guidance

Employees are encouraged and expected to seek guidance when they are uncertain about the appropriate course of action. Questions or concerns may be directed to a supervisor, Human Resources, the appropriate Vice President, the President's Office, or another designated reporting channel.

Reports may involve, but are not limited to:

- Suspected violations of law, regulation, or College policy;
- Conflicts of interest;
- Misuse of College resources;
- Fraud, waste, or abuse;
- Breaches of confidentiality;
- Discrimination, harassment, or retaliation;
- Unethical conduct;
- Conduct that may compromise institutional integrity, public trust, or compliance obligations.

Reports should be made in good faith. A good-faith report means the individual reasonably believes the information provided may indicate a violation or concern, even if the report is not ultimately substantiated.

V. Non-Retaliation

Retaliation against any individual who, in good faith, reports a concern, seeks guidance, participates in an investigation, or refuses to engage in conduct believed to violate law, regulation, or policy is strictly prohibited.

Retaliation may include, but is not limited to:

- Termination, demotion, or discipline;
- Intimidation, threats, or harassment;
- Exclusion from meetings or work opportunities;
- Negative changes in work assignments without legitimate business reason;
- Adverse treatment intended to discourage reporting or participation in a review.

Any individual who engages in retaliation may be subject to corrective or disciplinary action, up to and

including termination.

VI. Confidentiality and Privacy

The College will make reasonable efforts to protect the confidentiality of individuals who report concerns or participate in reviews or investigations, consistent with the need to conduct a fair and thorough review and comply with legal obligations.

Employees must also protect confidential and sensitive information obtained through their College role and may not access, use, or disclose such information except as authorized by their job duties, College policy, or applicable law.

VII. Accountability and Corrective Action

The College will review reported concerns in a timely and appropriate manner. When violations are substantiated, the College may take corrective or disciplinary action consistent with applicable policies, procedures, contracts, and legal requirements.

Corrective action may include, but is not limited to:

- Policy clarification or training;
- Informal or formal counseling;
- Restitution or corrective administrative action;
- Written discipline;
- Suspension;
- Termination;

Referral to external agencies or authorities when required or appropriate.

VIII. Relationship to Other Policies

This policy should be read in conjunction with other applicable College policies, including but not limited to policies addressing:

- Conflict of interest;
- Confidentiality and records;
- Discrimination, harassment, and retaliation;
- Acceptable use of technology;
- Financial controls and procurement;
- Employee conduct and discipline;
- Student conduct;
- Governance, delegation of authority, and institutional compliance.

Where more specific policies apply, those policies should be followed in conjunction with this broader statement of ethical responsibility.

RELATED PROCEDURES

[Conflict of Interest Procedure, 2.20.01](#)

[Confidentiality Procedure, 2.47.01](#)

[Discrimination, Harassment, and Retaliation Procedure, 10.05.01](#)

[Technology Resource Standards Procedure, 5.27.01](#)

[Reporting Dishonest or Fraudulent Conduct Procedure, 2.25.01](#)

RELATED POLICIES

[Conflict of Interest Policy, 2.20](#)

[Confidentiality Policy, 2.47](#)

[Discrimination, Harassment, and Retaliation Policy, 10.05](#)

[Anti-Discrimination Policy, 10.06](#)

[Technology Resource Standards Policy, 5.27](#)

[Purchasing and Contracting Procurement Policy, 7.02](#)

[Reporting Dishonest or Fraudulent Conduct Policy, 2.25](#)

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

Transferred to PolicyStat 12/1/2021

New policy format applied 9/6/2022

[Revised policy 08/05/2026](#)

Approval Signatures

Step Description

Approver

Date