

Policy 3.16 Institutional Code of Ethics for Employees

In keeping with the Association for Community and Junior College Accreditation Standards, the employees of the Peralta Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. To support this commitment, all employees adhere to the following standards of ethical and professional behavior related to their duties. Employees shall not be disciplined solely on the basis of non-compliance with this policy.

Peralta Community College District employees:

1. Are honest and accountable in all District actions and activities.
2. Demonstrate personal and professional integrity in supporting the mission of the district and the colleges.
3. Are fair and respectful in all interactions with colleagues, students, and the public.
4. Avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships. ([e.g., the use of Peralta Colleges' credit cards for personal use is strictly forbidden](#)).
5. Address issues and work with people without prejudice.
6. Act within applicable laws, codes, regulations, and District policies and procedures.
7. Treat people with respect notwithstanding differences among personal values, beliefs, and behaviors of others.
8. Maintain confidentiality regarding information about students or staff obtained in the course of their duties.
9. Be a good steward of District assets.
10. Maintain a working and learning environment free from harassment, as defined by District policies.
11. Maintain and enhance job effectiveness and competency through professional development.
12. Respect the integrity and professionalism of administrators, faculty, staff, and students.
13. Make every reasonable effort to create an equal-access learning environment that will help students succeed.

Source of Law:

Accreditation Standard III.A.1.d

Approved by the Board of Trustees: January 13, 2009

| [Approved by the Board of Trustees: July 21, 2009](#)