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## **CHAPTER 3**

# **CODE OF CONDUCT**

### **STATEMENT OF POLICY**

All employees are expected to maintain the highest standards of conduct to ensure that services in GCC are properly administered.

### **3.000 ETHICAL CONDUCT AND RESPONSIBILITIES OF GCC EMPLOYEES**

- A. Public service is a public trust. Employees are expected to be loyal to the U.S. Constitution, the Organic Act of Guam, and to perform their duties and responsibilities ethically and in accordance with laws.
- B. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- C. Employees shall not engage in financial transactions using confidential or non-public GCC information or allow the improper use of such information to further any private interest.
- D. An employee shall not, except as permitted by statute or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by GCC, or persons whose interests may be substantially affected by the performance or non-performance of the employee's duties, or that of the Guam Community College.
- E. Employees shall put forth honest effort in the performance of their duties.
- F. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind GCC.

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- G. Employees shall not use their official position for private gain.
  - H. Employees shall protect and conserve GCC property and shall not use it for other than authorized activities.
  - I. Employees shall not engage in unauthorized outside employment or activities, including seeking or negotiating for employment that conflicts with official GCC duties and responsibilities.
  - J. Employees shall, in good faith, disclose waste and abuse and corruption to appropriate authorities, and in doing so shall be protected from reprisal.
  - K. Employees shall respect the rights and privacy of other employees and shall not use their position, authority or other means to injure another person or employee for personal reasons or malicious purposes.
  - L. Employees shall refrain from the unlawful use of drugs and alcohol. Drugs shall mean those drugs identified in the Drug-Free Workplace Program Operating Procedures (DFWPOP).
  - M. Employees shall be courteous and helpful to clients and members of the public.
  - N. Employees shall be courteous to other employees and respect supervisory authority.

### **3.100 OATH OF OFFICE**

All persons employed by GCC, or accepting employment with GCC shall subscribe and certify to the prescribed loyalty oath. This oath may be administered by the President or the officers, or employees designated by him at the time of employment processing. Failure to take such oath, or certifying falsely to such oath, shall be cause for disciplinary action, dismissal or rescindment of employment offer.

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### **3.200 NEPOTISM**

- A. Spouses and persons within the first degree of relation such as brother/sister or parent/child may not be employed in the same division in a direct supervisor-subordinate relationship in the classified and unclassified service. Exception to this rule may be made when it is for the good of the service and upon the approval of the Civil Service Commission.**
- B. No spouse of any division head within GCC may be employed within the division so headed by such person.**
- C. Whenever there are already two or more members of an immediate family in GCC under the same division, no other members of such family shall be eligible for appointment to any such division. ("Immediate Family" means a collective body of persons living together in one house under one head).**