

THE GUAM COMMUNITY COLLEGE

CODE OF ETHICS

Prepared AY 2006-2008

**APPROVED BY THE BOARD OF TRUSTEES
ON MARCH 6, 2008**

INTRODUCTORY STATEMENT

In support of its mission, the Guam Community College (also referred to as the “College”) sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity. The College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another.

As representatives of Guam Community College, we are members of a unique environment. In addition to our interaction with a diverse, multi-cultural student population and faculty group, we also develop close ties with representatives of governmental agencies and the private sector. In other words, our individual actions and ethical values reflect upon the reputation of the College. Therefore, it is the responsibility of each and every member of the College to act in such a way as to maintain the good name the College has worked so hard to build.

All Employees of Guam Community College should be guided by the general principles set forth in this Code of Ethics and commit to a high standard of ethical behavior.

Our ethical values, as an institution, are integral to sustaining the praiseworthy name we have worked hard to establish and to the future growth and success of the College.

Employees of the College have the responsibility:

- to conduct ourselves with integrity;
- to act in a fair, consistent, and equitable manner;
- to recognize the need for accountability in what we say and do;
- to engage people without prejudice;
- to take personal responsibility for one’s actions and decisions;
- to be committed to excellence in all that we do.

Our interactions with one another, including external stakeholders representing Guam Community College are to be guided by the general principles set forth in this Code of Ethics developed through the College’s governance process. Employees of the College are expected to commit to these standards and promote its general principles which are central to maintaining the culture of the College.

I. GENERAL PRINCIPLE

Employees of Guam Community College have unique responsibilities that derive from their membership in an academic community and from their roles as public servants. Thus, this Code addresses the issue of ethics for all Employees at Guam Community College. The faculty handbook and this code provide the procedure for filing, investigating, and adjudicating of complaints of unethical conduct. While this Code of Ethics cannot enumerate every responsibility or foresee every contingency, the following are viewed as essential within the context of our community by the Professional Ethics Committee.

GOVERNING PRINCIPLES

1. COLLEGIALITY:

Employees shall not file frivolous ethics complaints. If an Employee's ethics complaint is determined by the committee, after investigation, to be frivolous and without merit, the filing Employee shall be subject to an ethics complaint filed against him/her based on a violation of this specific principle.

2. CONFLICT OF INTEREST:

Employees of Guam Community College shall not have any interest, financial, emotional, or otherwise, direct or indirect, or engage in any business transaction or professional activity, which is in substantial conflict with the proper discharge of the Employee's duties to the College.

A. SUPPORTING RULES:

1. An Employee should not act in his or her official capacity in any College matter in which the Employee or an immediate family member of the Employee has a direct or indirect financial interest that might reasonably be expected to influence the Employee's objectivity or independence of judgment.

***EXAMPLE:** Department Chairperson makes frequent purchases of supplies costing under \$500.00 from only his wife's business.*

2. An Employee should not accept, directly or indirectly, any gift, favor, service, or other items of value under circumstances from which it might be reasonably inferred, or which the Employee knows or has reason to believe, is offered for the purpose of influencing the Employee in the discharge of his or her duties to the College.

EXAMPLE: *Employee accepts free automobile repair from a person he or she will be interviewing for a position at the college.*

3. An Employee should not knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public, having knowledge of the Employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public Employee.

EXAMPLE: *Employee openly admits or shares with others that he violates procurement procedures, etc.*

4. An Employee should not use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the Employee receives in the course of or by reason of the Employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members or others with whom the Employee is closely associated.

EXAMPLE: *Department Chairperson allows an Employee under his or her purview (for the sole reason) to participate in a function that supports a particular political candidate without signing leave (when the Employee should be at work), because the Department Chairperson supports that candidate.*

5. An Employee should not engage in an emotional, romantic, or sexual relationship with a student or an Employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor.

a. EXAMPLE: *A direct supervisor has a romantic involvement with a subordinate.*

b. EXAMPLE: *Instructor should not text (aka "short messaging service") a student using romantic language or innuendos such as "Did you like that chocolate? There is more where that came from."*

c. EXAMPLE: *Cards, letters, flowers, or balloons should not be sent to a student's home or work address from an Instructor for personal reasons.*

6. An Employee should not directly supervise a member of his or her immediate family. It is the intent of the College to avoid instances that could be influenced by the family relationship in hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal processes.

EXAMPLE: *Employee directly supervises his or her spouse.*

7. An Employee should not act as an agent or representative of the Guam Community College in any capacity or enter into contracts on behalf of the College without the authorization of the College.

a. EXAMPLE: *When promoting a private business, product, or service, Employees must not use Guam Community College's name to enhance credibility.*

b. EXAMPLE: *A G.C.C. Instructor has a friend who owns a culinary shop. The Instructor has, for some time now, a contractual relationship with the culinary shop whereby he receives a 10% commission (based on the total cost of the item) on any item that he sells from the store or any item that is bought by a customer who is referred by the G.C.C. Instructor. The G.C.C. Instructor requires all his students to purchase chef knives from that store, and that store only, without obtaining prior approval from GCC (these same knives are available at other locations for the same price).*

c. EXAMPLE: *Employees participating in political activities shall not promote themselves as representatives of Guam Community College.*

d. EXAMPLE: *Employee signs a contract for security alarm services at a satellite location without the authorization or approval of the administration.*

3. CONFIDENTIALITY:

Employees of Guam Community College should safeguard all confidential information entrusted to them. Confidential information is information which is not publicly known, and must be used only for the purposes for which it was originally provided and shared only with authorized (by the Employee's Department of the Guam Community College) parties, unless consent (by the person or entity whom the information concerns) is given or required by law.

A. SUPPORTING RULES:

1. No Employee should discuss confidential student information with another student.

a. EXAMPLE: *Without the consent of the students, Instructor announces student names and corresponding grades aloud during class.*

b. EXAMPLE: *Without the consent of the student involved, Instructor openly announces to the class that a student has a disability or disease.*

2. No Employee should access another Employee's space, desk, or materials or other work-related matters, without asking permission. No Employee should access a colleague's personal e-mail, computer files, mail, faculty box, or personal belongings without their expressed permission and knowledge and then only if the reasons for access can be reasonably justified.

a. EXAMPLE: *Instructor 1 turns on Instructor 2's computer without permission and accesses Instructor 2's work files.*

b. EXAMPLE: *A Department Chairperson receives the personnel actions or check stubs of faculty members. He or she opens them up and reads them.*

4. USE OF RESOURCES:

College facilities, computers, and equipment are to be used to support teaching, research, service, and administrative functions. College Employees may not use institutional resources (including any person, money, or property) under their official control or direction or in their custody, for personal benefit or gain, or for the benefit or gain of any other individuals or outside organization when such conduct interferes with the Employee's performance of official college duties. This prohibition does not apply to the use of College resources that do not interfere with the Employee's performance of official College duties.

A. EXAMPLES OF ALLOWED USE:

Examples of uses consistent with the College's mission and reasonably related to the conduct of official duties or promotion of organizational effectiveness or enhancement of job-related skills include but are not limited to the following:

1. EXAMPLE: *Occasional use of College computing resources to review College online job postings and submit online applications for College employment opportunities.*

2. EXAMPLE: *Communication with other College Employees to convey greetings and announcements, and to build interpersonal rapport (e.g., birthday greetings, birth announcements, carpool solicitations, and social opportunities).*

3. EXAMPLE: *Announcement of and participation in social gatherings to acknowledge accomplishments of colleagues or celebrate holidays and events (e.g. retirement parties and holiday gatherings).*

4. EXAMPLE: *Development of competency in the use of information technologies and computer resources. (This is to be liberally construed.)*
5. EXAMPLE: *Professional Development work done outside of normal work hours.*
6. EXAMPLE: *Occasional notices of charitable activities such as blood drives and special events.*
7. EXAMPLE: *Electronic communication with family members.*
8. EXAMPLE: *Scheduling personal appointments.*
9. EXAMPLE: *Personal use of computers for listening to news and music at Employee's workstation so long as it does not interfere with computer access for official use.*
10. EXAMPLE: *The use does not compromise the security or integrity of government or College property, information, or software.*

B. EXAMPLES OF PROHIBITED USE:

College resources, including facilities, computers, and equipment, may **not** be used for the following purposes:

1. EXAMPLE: *Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and College policy.*
2. EXAMPLE: *Mass production of campaign paraphernalia or other materials not relevant to the College's mission.*
3. EXAMPLE: *Advertising and selling for commercial purposes.*
4. EXAMPLE: *College offices or laboratories may not be used as a place of business for an Employee's outside enterprise without the College's authorization.*
5. EXAMPLE: *College stationery and other office or consumable supplies may not be used by an Employee in the conduct of an outside business.*
6. EXAMPLE: *College computing and Internet resources may not be used in violation of existing federal and local laws.*

5. ABUSE OF POWER:

Employees of Guam Community College shall support an environment in which harassment of others is not tolerated. Employees may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate College regulations, College policies, or College practices.

A. SUPPORTING RULES

1. No Employee shall use his or her position at the College to influence the hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal of other individuals unless their employment so requires.

a. EXAMPLE: *Associate Professor A and Instructor B in the Department are first cousins. Professor C in the Department wishes to file a grievance on the basis of Instructor B's conduct. Associate Professor A is not involved in the situation other than being a member of the Department. Associate Professor A, over the course of three weeks, continuously attempts to pressure, cajole and encourage Professor C not to file the grievance.*

2. No Employee shall use his or her official position or information not generally available to members of the public, which the Employee receives in the course of or by reason of the Employee's office or employment, to secure unwarranted privileges, financial gain, advantages or employment for himself or herself, his or her immediate family members, or others with whom the Employee is associated.

a. EXAMPLE: *Employees shall not prematurely disclose upcoming contracts, which are to be advertised on a designated date through the media.*

b. EXAMPLE: *Employees shall not promote their own family members for positions at the College.*

3. No Employee shall accept, directly or indirectly, any gift or benefit in excess of the Government of Guam guidelines: favor, gratuity, fee, property, loan, promise, service, or other items of value under circumstances from which it might be reasonably inferred, or which the Employee knows or has reason to believe, is offered for the purpose of influencing the Employee in the discharge of his or her duties to the College.

a. EXAMPLE: *Advisor of a student organization circumvents the selection process so that a family member is chosen to attend an off-island conference.*

4. No Employee shall allow their private interests, whether personal, financial, or of any other sort, to conflict or appear to conflict with their professional duties and responsibilities. Employees must avoid any conduct that would lead a reasonable person to conclude that the individual might be biased or motivated by personal gain or private interest in the performance of duties.

a. EXAMPLE: *Instructor A sells products in the student store that are supplied by her retail business.*

5. No Employee shall commence “dating” or form an intimate relationship with a student with whom they have professional contact in the course of their duties.

a. EXAMPLE: *Student 1 is a pupil in Associate Professor A’s accounting class. Student 1 and Associate Professor A met for the first time when the accounting class started. After four (4) weeks, Associate Professor A and Student 1 commence “dating.” Student 1 remains in Associate Professor A’s accounting class. Associate Professor A continues to teach the accounting class.*

b. EXAMPLE: *Student 1 is a pupil in Associate Professor A’s accounting class. Student 1 and Associate Professor A met for the first time when the accounting class started. After four (4) weeks, Associate Professor A and Student 1 meet at a party on Friday evening. Associate Professor A and Student 1 engage in an intimate sexual relationship only once (that same night). Student 1 remains in Associate Professor A’s accounting class. Associate Professor A continues to teach the accounting class.*

6. EQUALITY:

Employees of Guam Community College and all students are unique individuals and should be treated with equality and dignity, regardless of their age, gender, sexual orientation, ethnicity, cultural background or religion. Employees should allow others to hold fundamental beliefs and differing opinions and protect fundamental human rights prescribed by law, and should act to prevent intimidation, harassment, favoritism, and discrimination.

A. SUPPORTING RULES

1. Employees must respect, but may openly disagree with, the opinions and ideas of students and other Employee’s views may differ from their own.

a. EXAMPLE: *At a committee meeting, the Chairperson only allows members that agree with her position to speak and express their views.*

The Chairperson consistently stifles opposing views from being expressed in the meeting by manipulating the committee rules.

7. PROFESSIONALISM:

Employees of Guam Community College must act with integrity in their relationships. They must cooperate and treat others with respect, honesty, and fairness. They must accept the rights of others to hold values and beliefs that differ from their own. Employees must take into consideration the potential harm that social or other non-professional contacts and relationships with students, community stakeholders, and other Employees could have on their objective judgment and professional performance.

A. SUPPORTING RULES

1. Employees of Guam Community College shall not have social or other non-professional contacts and relationships with students they are currently instructing or advising, community stakeholders, and other Employees that may reasonably be expected to influence objective judgment and professional performance.

a. EXAMPLE: *Adjunct Associate Dean A, who is having a sexual relationship with Professor 1, agrees to be the evaluator for Professor 1. Adjunct Associate Dean A then proceeds to evaluate Professor 1, even though the evaluation is accurate.*

2. Employees may not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.

a. EXAMPLE: *Assistant Professor A performs most of the work on a particular project with Associate Professor B. Upon completion of the project, Associate Professor B submits the work with only her name on the documents. Associate Professor B then tells the interested parties that "it was her project."*

3. Visitors to the College should be treated courteously.

4. Colleagues should conduct themselves in a civil and professional manner when representing the College.

8. ACCOUNTABILITY:

Employees should be conscientious in the performance of their assigned workloads, including service to Committees and their Department.

A. SUPPORTING RULES:

1. Employees should act responsibly and diligently in the completion of committee work.

a. EXAMPLE: *Instructor 1 agrees to serve on Committee A, however, he/she only shows up to half of the assigned meetings.*