

## 308.1.2 - Code of Ethical Conduct

### **Purpose:**

The purpose of this policy is to establish Bismarck State College's commitment to ethical and professional conduct. It is the responsibility of everyone – faculty or staff member, student employee, part-time employee or volunteer acting on behalf of the college – to comply with legal and regulatory requirements, policies, and procedures that apply to the employee's particular duties.

### **Policy:**

The college holds the BSC community accountable to the following standards of ethical conduct:

#### **Act Ethically and with Integrity**

In carrying out the mission of the college, the BSC community is dedicated to supporting the college's core values of Student Success, Teamwork, Partnerships, Inclusion, and Integrity. All members of the BSC community are expected to conduct themselves ethically, honestly, with integrity and with respect for others. They should act with an understanding of their position of trust and loyalty to the college and the students and may not use their position or the knowledge gained as a result of their position for private or personal advantage. All employees of BSC shall report for work at the time and place required by assignment of their supervisor. They shall not be absent without proper authorization, nor be insubordinate/refuse to carry out lawful direction of their supervisor or show gross disrespect or defiance. When activities or conduct are not governed by specific laws or regulations, employees should seek counsel from supervisors, human resources, or Executive Council as to the appropriate course of action to take.

#### **INTEGRITY**

We demonstrate professional integrity and exemplary behavior in all that we do in and for the college by:

- Complying with rules and regulations of federal, state, and local governments, and with policies and procedures of the State Board of Higher Education and the college.
- Understanding and supporting the institution's objectives and policies.
- Adhering to professional standards appropriate to one's profession.
- Assuring responsible use of and control over all assets and resources to which one has been entrusted.

#### **RESPECT**

We demonstrate a high regard for the rights and opinions of others, by:

- Treating everyone with consideration and respect (students, employees, peers, general public and other stakeholders).
- Safeguarding the confidentiality of information except when legally obligated to disclose.
- Promoting a campus environment free from discrimination and harassment.
- Respecting the diversity of all peoples.

### **HONESTY**

We encourage an honest climate, which serves the interest of the college and protects the wellbeing of all individuals, by:

- Demonstrating truthfulness with others.
- Acting in good faith; responsibly; and with due care, competence, and diligence.
- Providing constituents with information that is accurate and complete without misrepresenting material facts.
- Avoiding actual or apparent conflicts of interest in personal and professional business activities and relationships.

### **TRUST**

We provide a secure learning and work environment, by:

- Sharing knowledge and maintaining skills important and relevant to student, employee and stakeholder needs.
- Assuming the competence and integrity of fellow employees.
- Promoting ethical behavior in the work environment and in the community.

### **References:**

[SBHE Policy 308.1 Officer and Employee Code of Conduct](#)

[SBHE Policy 308.2 Required Reports of Violations; Reprisal or Retaliation Prohibited](#)

[SBHE Policy 611.5 Employee Responsibility and Activities: Outside Employment or Consulting Practices; Use of Institutional Property](#)

[BSC Policy 308.1.1 – Code of Conduct](#)

### **History of This Policy:**

First policy: January, 7<sup>th</sup>, 2010.

Reviewed by Campus Council on October 11, 2023, and reviewed by the Executive Council on October 18, 2023, and approved by the President on October 31, 2023.