



## 308.1.2 - Code of Ethical Conduct

### Purpose:

The purpose of this procedure is to operationalize Bismarck State College's policy 308.1.2 Code of Ethical Conduct.

### Procedure:

#### Reporting Violations:

Individuals who are aware of known or suspected violations of this Code of Ethical Conduct, should report violations to a supervisor, the Chief Human Resources Officer, the Chief Financial Officer, any member of the Executive Council, or via the Fraud Hotline. Failure to report known or suspected violations is a violation of this policy and may lead to disciplinary action up to and including termination.

Alleged violations of this Code shall be investigated by the Chief Human Resources Officer and Chief Financial Officer or designees. All employees shall cooperate in investigations of alleged violations. A violation of this Code may lead to disciplinary action up to and including termination, in addition to any criminal or other civil sanctions that apply.

#### Employee Review and Certification:

All new employees shall review the Code of Ethical Conduct and sign a statement certifying the employee has read and agrees to comply with the Code. Further, all benefitted employees are required to annually certify in writing that they have read and are in compliance with the Code of Ethical Conduct.

### 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 Procedure:

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.