

***Camden County College  
Board of Trustees Policy***

<b>Code of Conduct</b>	<b>Subject:</b>	<b>Number:</b> 343	<b>Page</b> 1	<b>Of</b> 3
	<b>Date:</b> April 4, 2023			
	<b>Supersedes:</b> January 2, 2018, June 9, 2006			
	<b>Last Reviewed:</b> April 4, 2023			

**Purpose**

The success and reputation of the College in fulfilling its core mission depends on the integrity with which each employee participates in our joint endeavor. In addition, employees of the College have special responsibilities that derive from their membership in an academic community and from their roles as public servants. Accordingly, each member of the College is expected to adhere to the following Code of Conduct in dealings inside and outside of the College. The Code of Conduct articulates the ethical and legal principles that have long governed business dealings by Camden County College faculty and staff, both among themselves and with the outside world. They reflect the values to which this College subscribes, and identify the documents that set forth the College policies that address these matters. While this Code of Conduct cannot enumerate every responsibility or foresee every contingency, the following are viewed as essential within the context of our community.

**Scope**

Employees (the term “employees” includes any person receiving a paycheck from the College, including all student employees) have the responsibility to:

1. Perform their work with honesty, objectivity, diligence and responsibility and comply with all College policies and procedures.
2. Respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.
3. Treat all members of the College community with civility and respect regardless of age, race, gender, ethnicity, religion, sexual orientation, political affiliation or disability (see the College’s Equal Employment Opportunity and Non-Discrimination Policy).
4. Provide a work and academic environment free of sexual harassment (see the College’s Policy Prohibiting Sexual Contact and Harassment, Sexual Violence, Relationship Violence and Stalking).
5. Avoid conflicts of interest and commitment, and the appearance of such conflicts between their roles in the institution and activities and interests that benefit the individual. Employees should also refrain from abuses of authority arising from their professional or official roles (see also the College’s Conflict of Interest and Commitment Policy).

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<b>Subject:</b>  <b>Code of Conduct</b>	<b>Number:</b>	<b>Page</b>	<b>Of</b>
	343	2	3
	<b>Date:</b> April 4, 2023		
	<b>Supersedes:</b> January 2, 2018, June 9, 2006		
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6. Refrain from hiring relatives/domestic partners in a position where they would be making, effecting or recommending employment decisions regarding the other (see the College’s Policy on Employment of Relatives) and refrain from processing any student related transactions for their relatives/domestic partners.
7. Notify the Human Resources office if aware that a relative/domestic partner applies for any College position.
8. Refrain from engaging in activities which may jeopardize the tax-exempt status of the organization (e.g., political campaign activity, private benefit).
9. Keep current with and comply rigorously with federal, state, and local laws and regulations that apply to the performance of their responsibilities at the College.
10. Maintain and support internal control structures at the College.
11. Accurately and clearly represent the relevant facts or the true nature of a transaction in all financial reports, accounting records, time sheets, and other documents.
12. Honestly, accurately, and clearly represent all relevant facts and report such candidly as it pertains to an investigatory meeting or a representation to a superior.
13. Maintain the confidentiality of educational and other official records and privileged information, using the information only as applicable restrictions permit.
14. Preserve and properly utilize College property and resources only for authorized activities.
15. Refrain from engaging in, or creating the appearance of any potentially exploitative relationships with a student, consensual or otherwise.
16. Take appropriate precautions to ensure academic integrity among students with respect to plagiarism; cheating on papers and examinations; and stealing, mutilating, or concealing institutional resources; and refer such matters for disciplinary action as appropriate when such are known to have occurred.
17. Not knowingly be a party to any illegal activity or engage in acts that are discreditable to the College.

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<b>Subject:</b>  <b>Code of Conduct</b>	<b>Number:</b>	<b>Page</b>	<b>Of</b>
	343	3	3
	<b>Date:</b> April 4, 2023		
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18. Comply with other policies of the Board of Trustees.
19. All employees shall self-report within five days to the Human Resources office any arrests/charges involving sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.  
  
In addition, employees shall self-report within five days any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense involving dishonesty or a crime of the third degree or above or an offense involving or touching such office, position or employment. Provisions of N.J.S.A.2C:51-2 (Forfeiture of Public Office) will apply as appropriate.
20. Report probable material violations of this policy, known applicable laws, regulations, government grant and contract requirements, and related College policies and procedures, through standard management reporting channels beginning with the immediate supervisor. Alternately, employees may go to a higher level of management and may also report suspected violations or problems to the Human Resources Office, and/or Public Safety Department, depending upon the nature of the violation.
21. Individuals charged with supervising others at the College should do so actively, making sure that supervisees have reviewed this policy with respect to their obligations and are meeting their obligations under this policy. Supervisors are expected to take appropriate disciplinary action to address non-compliance.
22. Failure to read this policy annually, and/or any violations of this policy, of laws and regulations, or of related College policies and procedures may carry disciplinary consequences, up to and including dismissal.

**Authority**

At the direction of the President, it is the responsibility of the department heads and supervisors to ensure compliance with this College policy.