

SONOMA COUNTY JUNIOR COLLEGE DISTRICT PROFESSIONAL CLASSIFIED EMPLOYEES CODE OF ETHICS

PREAMBLE

Classified employees of the Sonoma County Junior College District shall adhere to the highest ethical standards. They shall exercise judgments which are fair, consistent, and equitable. They shall do everything they can to strive for excellence in education and to achieve the stated Mission of the College.

While no Code of Ethics alone can guarantee ethical behavior, the values set forth in this Code are intended to guide the SCJCD Classified Employees in carrying out their duties and responsibilities.

As Classified Employees of the SCJCD, each person has the following responsibility and commitment:

1. To be honest and accountable in all actions and statements.
2. To demonstrate personal and professional integrity in all matters.
3. To be fair and just in treatment of all.
4. To honor agreements and to preserve confidentiality.
5. To address issues and people without prejudice.
6. To avoid conflict of interest, or the appearance of it.
7. To protect District resources from misappropriation.
8. To demonstrate loyalty to the District's mission and goals.
9. To maintain a working and learning environment free from harassment of any kind, including sexual harassment.
10. To treat all administrators, faculty, staff and students equally regardless of such factors as cultural background, ethnicity, gender, gender identity, gender expression, sexual orientation, religious beliefs, political ideologies, disability, age or socioeconomic status.
11. To act within applicable laws, codes, regulations, and District policies and procedures.
12. To maintain currency and competence through professional development.
13. To ensure equal access to educational opportunities for all students.
14. To respect both the personal integrity and professionalism of administrators, faculty, staff and students.
15. To be part of a team which seeks to meet student needs, extend their opportunities and enhance the quality of education they are offered.
16. To model tolerant and respectful behavior with fellow Classified Employees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points at issue.
17. To foster an environment of mutual respect and civility, in which District business is conducted in a courteous and professional manner.
18. To abstain from behaving in an unprofessional and disrespectful manner to all students, administrators, faculty and staff, including, but not limited to bullying, intimidation, persecuting, tormenting, writing inappropriate emails or making public derogatory comments.