

BROOKDALE COMMUNITY COLLEGE

COLLEGE REGULATION

3.9008R

I. Title of Regulation

Code of Ethics for Employees

II. Objective of Regulation

To establish a Code of Ethics regulation for the conduct of all College Employees.

III. Authority

N.J.S.A. 18A:3B-14(e) Effective Date: November 20, 1995
BCC Board Policy 3.9008 Adopted August 24, 1995

IV. Regulation Statement

A. The purpose of this regulation is:

1. To avoid conflicts of interest and to guarantee that all full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College.
2. To establish appropriate guidelines for conduct by all employees.

B. Code of Ethics

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, undertake any employment, whether compensated or not, which is in substantial conflict with the proper discharge of the employee's duties or might reasonably be expected to impair the objectivity and independence of judgment in the exercise of duties to Brookdale Community College.
2. No employee shall use, or allow to be used, his or her position at the College, 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 any other person or party.
3. No employee shall use, or allow to be used, the resources of the College (i.e., computers, programs, telecommunications equipment, offices or office equipment and supplies) to secure financial gain for himself or herself or any other person or party. No employee shall conduct business

or other interests at the College that is not directly related to the mission of the College.

4. No employee shall act in his or her official capacity in any College matter where the employee or an immediate family* member of the employee has a direct or indirect interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
5. No employee shall directly supervise, or supervise at a second level a member of his or her own 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.
6. No employee shall accept from any person, directly or indirectly, or through another person or party, any gift, favor, service, employment or other things of value under circumstances from which it might be inferred that the gift will influence the employee in the discharge of his or her duties at the College. Nevertheless, officers and employees, during the course of their official duties, may accept meals which are offered as part of a meeting or event so long as all attendees of such meeting or event are also provided such meals.
7. No employee shall act as an agent or representative of Brookdale Community College in any capacity or enter into contracts in behalf of the College without the knowledge, approval and authorization of the College.
8. No officer or employee shall knowingly act in any way that might reasonably be expected to create, among the public having knowledge of their acts, an impression or suspicion that they may be engaged in conduct violating their trust as public officers or employees.
9. No full-time employee of Brookdale Community College shall engage in continuing outside employment that (a) constitutes a conflict of interest, (b) occurs at a time when the employee is expected to perform his or her assigned duties, or (c) diminishes the employee's efficiency in performing his or her primary work obligation.

All continuing outside employment situations are subject to annual review and approval of the vice President or Dean of the employer's function. Full-time employees will complete and submit the "Report of Continuing Employment" form to the appropriate vice president or dean for review and approval.

Employees whose actions are in conflict with the Code of Ethics as set forth in this document will be subject to appropriate action as determined by the Vice President or Dean of the function in which they are employed. Each case will be considered on an individual basis by

assessing the severity of the situation and negative impact on the College.

**Family members are defined as spouses ,civil union or domestic partners, parents, brothers, sisters, sons, daughters, stepchildren, stepparents, aunts, uncles, nieces, nephews and grandparents.*

V. Responsibility for Implementation

Officers of the College

Approved: 5/98

Revised: 2/19/07

Attachment: Report of Continuing Outside Employment

BROOKDALE COMMUNITY COLLEGE
REPORT OF CONTINUING OUTSIDE EMPLOYMENT

Name: _____	Date: _____
Title: _____	
Div./Dept. _____	

Nature of Continuing Outside Employment: Please describe the nature of the employment. If you are self-employed describe your business.

Name of Employer: _____
Address: _____ State: _____ Zip: _____
or:
Self-Employed: _____
Nature of Business:

I certify that the outside employment that I have described: (a) does not constitute a conflict of interest; (b) occurs at a time when I am not expected to perform assigned duties; or (c) does not diminish my effectiveness in performing primary work objectives at the College.

Employee Signature: _____ Date: _____

Approval Signature: _____ Date: _____