BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

3.9008

I. Title of Policy
   Code of Ethics for Employees

II. Objective of Policy
   To authorize the President to establish a Code of Ethics for the conduct of all College employees

III. Authority

IV. Policy Statement
   To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a Code of Ethics for College Employees.

   The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

   A. Outside employment;
   B. Proper discharge of duties and obligations to Brookdale Community College;
   C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College;
   D. Use of official position to obtain privileges or advantages;
   E. Nepotism;
   F. Acceptance of gifts, favors, compensation or other things of value to influence College decisions;
   G. Acting on behalf of Brookdale Community College without authorization;
H. Release or misuse of confidential information;

I. Amorous relationships with students;

J. Primary work obligation;

K. Conflicts of interest, financial and otherwise;

L. Financial disclosure statements as required by specific third party agencies and/or projects.

V. **Responsibility for Implementation**

President.

Approved: Board of Trustees
8/24/95

Revised: 3/10/04