

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

3.9008 Code of Ethics for Employees

I. Title of Policy

Code of Ethics for Employees

II. Objective of Policy

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

III. Authority

N.J.S.A. 18A:3B-14(e); N.J.S.A. 18A: 64A-12 (o); N.J.A.C. 9A: et seq.; Local Government Ethics Law, N.J.S.A. 40A:9-22.6

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, physical, and/or romantic relationships with students, co-workers, and/or independent contractors
- 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
- M. Compliance with College policies, regulations, procedures and State, local and Federal laws

V. Responsibility for Implementation

President

Approved: 8/24/1995

Revised: 3/10/2004

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/18

Approved: Board of Trustees, 12/19/2023