

Brookdale Community College College Regulation

I. Title of Regulation

3.9008 Code of Ethics for Employees Regulation

II. Objective of Regulation

To establish a Code of Ethics Regulation for the conduct of all Brookdale Community College ("College") employees.

III. Authority

N.J.S.A. 18A:3B-14(e); N.J.S.A 18A:64A-12 (o); Brookdale Board of Trustees [Policy 3.9008](#) Code of Ethics for Employees; Local Government Ethics Law, N.J.S.A. 40A:9-22.6

IV. Regulation Statement

A. Regulation Purpose

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

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 the 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 the College in any capacity or enter into contracts on behalf of the College without the knowledge, approval and authorization of the College.
8. No 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 employee shall engage in an amorous, physical, and/or romantic relationship with any student for whom the employee has a professional responsibility as teacher, advisor, evaluator, or supervisor or may otherwise be in a position to exercise influence over the student unless that officer or employee is presently married and/or in a civil-union/domestic partner relationship with the student. Any employee engaged in an amorous, physical, and/or romantic relationship with a co-worker (outside prohibited supervisory relationships as noted in #5 above) or an independent contractor shall immediately report such relationship to the Associate Vice President, HR & Organizational Safety and the employee's immediate supervisor, providing independent written confirmation that the relationship is consensual.
10. No employee required to do so shall refuse to complete the Financial Disclosure form required by law.
11. No full-time employee of the 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.

Full-time employees will complete and submit the “[Outside Employment Form](#)” within thirty (30) days of employment and at least annually thereafter. If outside employment status or hours change from what was approved, it must be submitted for prior approval. Outside employment that is not approved must be ended.

The form is submitted to Human Resources who will disseminate it for approval. Outside employment is subject to approval by the Dean or Associate Vice President and, if in the line of supervision, by the Vice President. Forms for employees reporting directly to the President will be forwarded and subject to approval by the President.

12. Employees shall not violate any federal, state or local law and are required to adhere to College policies, regulations and procedures. Accordingly, every employee is required to know, understand and comply with legal and College requirements, which includes, but is not limited to, timely completion of the College’s Annual Compliance Training.

*Family members are immediate family (spouse, civil union or domestic partner, child, parent, sibling), relatives who are identified by familial relationship names (ex: grandparent, aunt, uncle, cousin, niece/nephew) and those related by marriage (ex: in-law, stepchild/stepparent).

V. Responsibility for Implementation

President and Officers of the College

Approved: 5/98

Revised: 2/19/07

Revision Approved: President, 03/06/19

Revision Approved: President – 11/01/2021

Revision Approved: President – 10/18/2022