

**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 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 in 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 "Report of Continuing Outside Employment." No approval is needed on the form if the employee reports having no outside employment. If the employee engages in outside employment, the form must be submitted to the appropriate supervisor at the level of a Dean, Associate Vice President, or Vice President 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 President in consultation with the appropriate Dean, Associate Vice President, or Vice President. 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.

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.

V. Responsibility for Implementation

President and Officers of the College

Approved: 5/98

Revised: 2/19/07

Revision Approved: President, 03/06/19