

ADMINISTRATIVE PROCEDURE 3.808

References Board of Trustees Policy: EP: 1

Subject: *Business Ethics and Conduct*

Adopted: August 17, 2010

Amended: February 18, 2016

Review: This procedure will be reviewed by the College Paralegal by January 31 of each year.

Employees of Elgin Community College are expected to be ethical in their conduct. Unethical or dishonest behavior affects the College's reputation and success. ECC requires employees to carefully follow all laws and regulations, and demonstrate the highest standards of conduct and personal integrity.

ECC's continued success depends on its ability to maintain the community's trust. Employees owe a duty to ECC, its students, and district residents to act in ways that will earn the continued trust and confidence of the public.

As an organization, ECC will comply with all applicable laws and regulations. Employees are expected to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

Employees who use good judgment and follow high ethical principles will make the right decisions. However, if an employee is not sure if an action is ethical or proper, he or she should discuss the matter openly with his or her supervisor. If necessary, the employee should consult the Ethics Officer via ECC's Paralegal at ethicsadvisor@elgin.edu for advice. If the need for absolute confidentiality exists, the Employee may submit his or her question to the Paralegal in a sealed envelope, which will be forwarded directly to the Ethic's Officer for advice.

It is the responsibility of every ECC employee to comply with the College's administrative procedure concerning business ethics and conduct. Employees who ignore or do not comply with this administrative procedure may be subject to disciplinary action, up to and including termination of employment.

Employees are advised to also consult *Administrative Procedure 3.404 -- State Officials and Employees Ethics Act* for matters related to prohibited political activities and the acceptance of gifts.