



## **Board Procedure 400.1: Code of Ethics**

### **Personnel**

Employees have a duty to place the interest of the District foremost in all dealings with or on behalf of the District. No employee shall use their position, or the knowledge gained from that position, in a way that would create a conflict of interest. Iowa Valley Community College District's Code of Ethics and Conduct outlines the general ethical standards that all employees are expected to follow.

### **Procedure**

Iowa Valley Community College District values integrity, respect and truthfulness, along with a strong commitment to the highest ethical standards. These principles apply to employee interactions with students, coworkers, vendors, government and regulatory agencies, and the public. District employees must be familiar with this Code and adhere to its guidelines.

This Code is not a comprehensive guide of all ethical issues that employees may face, but merely highlights specific dilemmas. In dealing with ethical dilemmas not detailed in this Code, employees are expected to use common sense and their best moral judgment. If an employee has ethical questions, contact their supervisor, or the Vice President of Administration.

### **Compliance with Applicable Laws and Regulations**

The District is committed to observing all laws, rules and regulations of government agencies and authorities. This specifically includes requirements under the Higher Education Act, as amended, regulations of the United States Department of Education, Iowa Department of Education, the policies of accrediting agencies, as well as other state and federal laws. If federal, state or local law exists that is either contradictory or stricter than this procedure, employees must follow the law.

### **Conflicts of Interest**

District employees must avoid having a personal, business, financial, or other interest, activity or relationship outside of the District that has or may conflict with the interests of the District or its students. Any material transaction or relationship,

including a personal or social relationship between an employee and student or prospective student, which may give rise to an actual or perceived conflict of interest, should be discussed with the Vice President of Administration or an Executive Leadership Team member.

Conflicts of interest may include, but are not limited to, the following situations:

- Outside Employment - employees should not perform work or render direct consulting or managerial services for an organization that competes or does business with the District without appropriate approval from management. (See Board Policy 412)
- Having a romantic relationship with a student or prospective student.
- Accepting loans, gifts of entertainment, or cash from students, staff employees, regulatory or any outside organization that does or seeks to do business with or is a competitor to the District. (Note: Please reference Iowa Gift law for dollar amounts for outside organizations.) (See Board Policy 821; Board Procedure 400.2)
- Obtaining a personal financial benefit in any sale or loan of company property.
- Performing services for students outside those consistent with the District's mission of providing higher education and career training programs.
- Using or disclosing any confidential or trade secret information gained during employment for an employee's personal benefit or the benefit of others, including a future employer.
- Individuals must disclose to the District any personal interest in any matter pending before the District and shall refrain from participating in or attempting to influence related decisions.

### **Discrimination and Harassment**

Iowa Valley Community College District prohibits discrimination and/or harassment of students or employees whether the incidents occur on District's premises and

whether or not the incidents occur during business hours. (See Board Procedure 400.5)

Iowa Valley Community College District follows federal, state, and local law to ensure equal recruitment, employment, compensation, development and advancement opportunity for all qualified individuals, and prohibits discrimination/harassment based on sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, genetic information, physical attributes, physical or mental ability, marital status, veteran status, or socioeconomic status. (See Board Procedure 400.3)

Iowa Valley Community College District does not tolerate workplace violence including threats, threatening behavior, harassment, intimidation, assaults or similar conduct.

### **Records**

Employees must act in good faith not to misrepresent facts in District documents/records or in any internal or external correspondence, memoranda, or communication of any type, including telephone or electronic communications.

All District funds, assets, liabilities and receipts must be recorded in accordance with generally acceptable accounting procedures.

The District maintains documents/records in accordance with all applicable laws and regulations. If District employees receive a subpoena, a request for records or other legal papers or if we have reason to believe that such a request or demand is likely, the law requires the District to retain all relevant records.

District employees must cooperate fully with internal and outside auditors during examination of the District's books, documents, records, and operations.

### **College Communications**

Employees should not make public statements on behalf of the District or its affiliates unless they are authorized spokespersons. If an employee is contacted by the media and they are not an authorized spokesperson they should refer the inquiry to the Director of Marketing.

All advertised products or services such as literature, exhibits or other public statements should be supported by documentation and should not mislead students and/or employees.

### **Use of College Resources**

All equipment and supplies purchased by the District remain District property, including but not limited to office supplies, office furniture, fax machines, computers, software, hardware, supplies and equipment, and may not be used by District employees for personal reasons, unless stated otherwise under a District policy.

District employees may not use District facilities to promote non-work-related interests of the employee or of third parties without prior consent of their supervisor.

### **Privacy and Confidentiality**

District employees must exercise care to avoid disclosing non-public, internal, confidential, or proprietary information related to the District or its students to unauthorized people, either within or outside of the District during employment or afterwards, except as such disclosure is legally mandated or approved by the District.

Only District employees that truly need to know confidential information to conduct their business have access to confidential information and must take necessary steps to keep this information private and confidential.

Employment and medical records of District employees are confidential and private. Employment or medical records may only be disclosed if the employee provides a written release or required by applicable law.

Employees with access to student records must comply with federal FERPA (Family Educational Rights and Privacy Act) laws and District Student Records policy. FERPA prohibits the release of student records without proper authorization. For further explanation of FERPA policy, please refer to the District's website ([www.iavalley.edu](http://www.iavalley.edu)). (See Board Policy 501, Board Procedure 500.1)

### **Health and Safety**

The District is committed to providing a safe and healthy workplace. Creating a safe and healthy work environment is a shared responsibility. Employees must immediately report to their manager or any available manager any unsafe or hazardous conditions and any job-related illness or injury. (See Board Policy 411)

### **Compliance with the Code**

All District employees are responsible for adhering to this Code. If you have questions, please contact your supervisor or the Vice President of Administration.

Supervisors must ensure that employees are complying with these guidelines. Supervisors are responsible for misconduct by employees if the supervisor orders the misconduct or if the supervisor has direct authority and knows of the conduct but fails to act appropriately; or should have known with reasonable diligence that the actions occurred.

### **Reporting Actual or Suspected Violations of the Code**

Employees must report any actual or suspected violations of this Code to their supervisor or to the Vice President of Administration. Failure to report any actual or suspected violations of the Code is a violation of this Code.

Employees will not be retaliated against or subject to any form of reprisal for raising a good faith concern under this Code or participating in an investigation into any such concerns. Retaliation is a serious violation of this Code and should be reported immediately.

Inquiries, complaints and reports will be promptly addressed and investigated as appropriate. Employees are expected to cooperate in the investigation. Reasonable measures will be taken to preserve confidentiality of the claim and the identity of anyone who reports a suspected violation or participates in the investigation. If an employee is unsure whether a violation has occurred, seek advice from your supervisor or the Vice President of Administration before acting.

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#### Legal Reference

Higher Education Act; Iowa Gift Law; Family Educational Rights and Privacy Act

#### Related Administrative Rules and Regulations

Board Policy 411; Board Policy 412; Board Policy 501; Board Policy 821; Board Procedure 400.2; Board Procedure 400.3; Board Procedure 400.5; Board Procedure 500.1

Revision History

None

Formerly Board Procedure 400.1A