



Employee Ethics

Employee Ethics Policy

Approved By and Date:

Board of Trustees 12/16/2019

Executive Leadership Team 11/12/2019

Policy:

All employees of Kilgore College will hold themselves and each other to the following code of ethics. We will:

- a. Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic information.
- b. Strive to help each student realize his or her full potential as a learner and as a human being.
- c. By example and action, encourage and defend the unfettered pursuit of truth by employees and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
- d. Work to enhance cooperation and collegiality among students, faculty, administrators, Board members, and other personnel.
- e. Recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage or embarrass or violate the privacy of any other person.
- f. Maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
- g. Work cooperatively and respectfully with all Board members, employees, and students, and act in the best interest of the College as a whole.
- h. Make the most judicious and effective use of the College's time and resources.
- i. Fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.
- j. Support the goals and ideals of the College and act in public and private affairs in such a manner as to bring credit to the College.

- k. Refrain from accepting or soliciting any gift, favor, service, or benefit that we should reasonably know is offered with the intent to influence our decisions or actions. Likewise, refrain from soliciting, accepting, or agreeing to accept any unauthorized personal gifts, services, or other benefits from having exercised the powers and responsibilities of our official positions.
- l. Refrain from engaging in sexual harassment or sexual violence of students, colleagues, or any other person, including at off-campus activities and events, and adhere to the College's Anti-Harassment & Complaint Policy.
- m. Observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.
- n. Support the right of all employees to academic freedom and due process.
- o. Refrain from supporting the continuation of employment by the College of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
- p. Participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.