## **Policy 204: Code of Conduct and Ethics**

Category: Personnel

Covered Individuals: All CEI Employees

##### Approved: 2/10/2024

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**204.1 Policy**

College of Eastern Idaho is committed to the highest ethical and professional standards of conduct in pursuit of its mission and goals. Accomplishing this mission demands that the members of the college community exemplify the highest level of ethical standards and behavior. CEI has adopted a set of principles that outlines and explains expected behaviors, standards, and shared values. As an institution dedicated to teaching, scholarship, and community partnerships, employees are charged with safeguarding the integrity and reputation of the institution.

The Code of Ethics is not a substitute for the active process of ethical decision-making, but rather serves as a guide to assure individual conduct aligns with institutional values. CEI requires all employees to act in accordance with all federal, state, and local laws and regulations. Employees are expected to undertake their responsibilities on CEI’s behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness.

**204.2 Procedures**

**Responsibility**

Members of the CEI community shall familiarize themselves with the laws, rules, policies and procedures that apply to them. Additionally, members have a duty to seek guidance in situations of uncertainty, to exercise reasonable precaution before engaging in an action, and to speak up in situations or circumstances they feel to be questionable or contrary to established policy and/or procedure. In these instances, members should consult with HR, or a department supervisor, in a timely manner.

College of Eastern Idaho subscribes to the following ethical principles:

**Individual Responsibility and Accountability**

Members of the CEI community are expected to exercise responsibility appropriate to their position. Members are responsible to each other, the college, and the college’s stakeholders both for their actions and their decisions not to act. CEI employees shall bring positive, inclusive, and transparent leadership to their respective roles, encouraging active participation in making the college an institution characterized by excellence.

**Confidentiality/Privacy and Access**

CEI is the custodian of many types of information, including that which is confidential, proprietary, and private. Employees who have access to such information are expected to be familiar with and to comply with applicable laws and CEI policies, directives, and agreements pertaining to access, use, protection, and disclosure of such information. Computer security and privacy are also subject to law and CEI policy.

**Financial/Business Practices**

All college accounting and financial records, tax reports, expense reports, time sheets, and other reports or documents including those submitted to government agencies must be accurate, clear, and complete. CEI employees shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatements or which omits any material fact.

Fiscal objectives, procedures, and constraints shall be documented and communicated to the Board of Trustees and CEI employees as requested. CEI shall utilize a transparent and open format for all financial dealings. CEI employees shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions. CEI employees shall act as responsible stewards of the public trust and effectively use the resources entrusted to them to fulfill the mission and obligations of the college.

**Respect for Others**

CEI is dedicated to treating every community member with respect and dignity, while valuing different perspectives and creating a welcoming and supportive environment for all.

**Conflict of Interest**

Members of the CEI community are expected to devote primary allegiance to the college and to the mission of teaching and public service. Offering the highest quality education and services shall be the top priority. Outside professional activities, personal financial interests, or acceptance of benefits from third parties can create actual or perceived conflicts between CEI’s mission and an individual’s private interests. CEI employees shall make decisions that avoid impropriety or conflicts of interest and shall disclose any potential conflicts of interest that arise.

Public employees are subject to additional scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Idaho law governs the acceptance of gifts and gratuities by public employees. CEI employees are never allowed to accept gifts or gratuities in exchange for discretionary official action in connection with contracts, purchases, payments, claims, or other pecuniary transactions from a party known to be interested in or likely to become interested in such contract, purchase, payment, claim, or pecuniary transaction. In particular, the following types of gifts and entertainment may never be accepted, regardless of the value:

* Cash or cash equivalents (i.e. gifts cards).
* Any gifts given or accepted or any entertainment provided during a bidding process.
* Any gifts that are or could be illegal.
* Any gifts or entertainment that is solicited.
* Any entertainment that would violate other sections of the Code.
* Contributions to personal charitable causes.

There is an exception for a trivial benefit that does not exceed the value of fifty dollars ($60.00) as long as there is no substantial risk of undermining official impartiality. (See Idaho Code § 18-1356 Gifts to Public Servants by Persons Subject to Their Jurisdiction, and § 18-1359 Using Public Position for Personal Gain). A trivial benefit is a small and insignificant gift or benefit given to an employee by their employer that has a value of no more than $60.00.

A trivial benefit is not cash or a voucher, and is not given as part of a contractual obligation, such as a bonus or performance-related reward. The benefit is also expected to be infrequent, irregular and not part of a pattern of benefits. The purpose of this exemption is to reduce the administrative burden on employers when providing minor benefits to their employees and to ensure that they are not taxed as additional income. The following are considered trivial benefit gifts and entertainment and may be accepted as long as such acceptance is permitted under applicable law:

* Gifts that are promotional/branded company giveaways of nominal value (i.e. less than $50).
* Mementos or other similar awards provided or paid for by vendors or service providers as recognition for service on a particular matter.
* Perishable gifts (i.e. meals) that are impractical to return and are of nominal value (i.e. less than $50) if they are distributed to CEI employees.
* Local travel to a vendor’s place of business as long as the value of the travel is reasonable and the vendor’s place of business cannot be reached by major forms of transportation.

**Fair Dealing**

Members of the CEI community are expected to conduct themselves ethically, honestly, and with integrity in all dealings.

Employees are expected to deal with others fairly, honestly, ethically, and lawfully. Employees must not seek to obtain any advantage for the school by manipulating or concealing facts, misusing privileged information, misrepresenting material facts or otherwise acting illegally, unfairly, dishonestly or unethically.

Employees are expected to:

* Work cooperatively and constructively with fellow workers, students, and members of the public to provide public service of the highest quality and quantity.
* Dedicate primary efforts to CEI employment with secondary employment within CEI subject to approval by the employee’s supervisor. In compliance with CEI’s policies regarding outside employment and potentially a conflict of interest, each employee must notify his/her immediate supervisor of any other non-CEI employment, self-employment or other business interests to ensure there is no a conflict of interest.
* Abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates any federal, state, or local law.
* Not engage in abusive conduct toward fellow employees, students or to the public, or use abusive language in the presence of fellow employees, students or the public. Abusive language can include profanity and loud or harassing speech.
* Not engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee’s work output or encourage others to do the same.
* Not use work time for personal business, including the selling of goods or services.
* Not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
* Not destroy, alter, falsify or steal the whole or any part of a record kept as part of the official governmental records of CEI.
* Not abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with CEI policy.
* Not intentionally or negligently misuse or destroy CEI property, including facilities, equipment, vehicles, records, or other materials.
* Not engage in retaliatory behavior toward CEI employees, students, or the public.
* Not engage in deceit or otherwise withhold information relevant to an administrative investigation.

**Violations of Code**

Employees who violate this policy may be subject to disciplinary action, up to and including termination and possible restitution.