

Code of Ethics

The State Board recognizes that employment within the Colorado Community College System should not bestow preferential benefit on anyone related to an employee by family, business, or social relationship. Immediate family is defined as spouse; children, stepchildren and their spouses; brothers and brothers-in-law; sisters and sisters-in-law; parents and parents-in-law; grandparents and grandparents-in-law; grandchildren and their spouses; and members of the immediate household. Disclosure of any possible preferential benefit circumstance must be made immediately to the president for evaluation and determination.

Faculty, adjunct instructors and staff of CCD will demonstrate the highest standards of personal integrity and will, through their conduct, inspire public confidence and trust. Confidential information acquired by virtue of employment with CCD will not be used for private gain.

State time, property, equipment, or supplies will not be used for personal or financial gain. Computers, telephones, fax machines and all other office equipment/supplies belong to the state and are not for personal use.

CCD employees will comply with the Electronics Communication policy, [Board Policy 3-125](#). Employee e-mails are public record.

No employee will accept money or anything of monetary value where such acceptance may result in loss of independence and impartiality in the discharge of the employee in public duties.

Faculty, adjunct instructors and staff who separate or retire from CCD are not eligible to serve as a self-employed consultant to the college until six months following separation/retirement. Faculty, adjunct instructors and staff who separate or retire from CCD may serve a 110-day/year contract through PERA after a 30-day wait-out period.

Use of P-cards for purposes other than those specified by the state and CCD Administration is prohibited. P-cards are not for personal purchases of any type.

Employees will not engage in outside employment that interferes with the performance of the duties of their position with CCD. Situations in which job performance appears to diminish will be reported immediately to the president for evaluation and determination.

Employees will not knowingly engage in any activity or business that creates a conflict of interest or adversely affects public confidence in the integrity of CCD.

Code of Ethics

CCD employees are stewards of the public trust. In their positions, they are under an affirmative obligation to carry out their duties with honesty, integrity and openness. When corruption exists, it will be reported immediately to the president.

Faculty, adjunct instructors and staff are prohibited from developing relationships with students that result in unfair gain, or create adverse circumstances for the student.

CCD has a zero tolerance policy for sexual misconduct. Sexual misconduct includes sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same) and sexual exploitation. Any verbal or written allegations must be immediately reported to the Director of Human Resources.

Supervisors have an affirmative obligation to submit any allegations of sexual misconduct immediately.

CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in its educational programs or activities.

To ensure that these guidelines are understood, they will be disseminated to all faculty, adjunct instructors and staff on a regular basis, and Human Resources will conduct periodic training sessions for employees.

Code of Ethics

Affirmation Form

This is to acknowledge that I have received a copy of Community College of Denver's *Code of Ethics* in accordance with State Board policies. I also understand that if I have any questions regarding the *Code of Ethics*, I am to contact Human Resources at 303-352-3042.

Employee Name (print): _____

Employee Signature: _____ Date: _____