

Aims Community College Procedure

Employee Services

Code of Ethics

Aims Community College (“College”) is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities. The College therefore expects employees to conduct their business with integrity and honesty to the highest ethical standards in compliance with all applicable laws, and should discharge their duties in an independent and impartial manner.

Employee is any member of the college workforce:

- staff (regular full-time, regular part-time, short-term, temporary, interim);
- student employee (including work study);
- faculty (full-time, part-time, adjunct, probationary, non-probationary);
- administrator (including interim);
- contingent employee (full-time, part-time, temp agency, contractor).

All College employees shall:

1. Demonstrate high standards of personal integrity, truthfulness and honesty;
2. Serve the College with respect, concern, courtesy and responsiveness;
3. Foster public confidence and trust in the College through personal conduct beyond reproach;
4. Not use their position to bestow any preferential benefit to anyone related to the employee by family, business or social relationship;
5. Use appropriate channels of communication, authority, and responsibility; for instance, follow your divisional hierarchy or contact Employee Relations, Human Resources as needed;
6. Not disclose or use nor allow others to use, confidential information acquired by virtue of College employment for private gain;
7. Maintain confidentiality of student and employee matters, as appropriate;
8. Not accept any compensation, gift, payment of expenses or any other thing of value which would influence discharge of your duties (23-01 Position Statement by the State of Colorado set the limit at \$75.00 and is subject to change);

9. Not use College time, property, equipment, or supplies for any reason other than approved, including but not limited to, for private gain;
 - See Procedure, Conflict of Interest, for additional details
10. Report corruption or impropriety at the College whenever discovered to the reporting channels listed below;
11. Support equal access and employment opportunities in compliance with Title VII, Title IX, ADAAA, etc. and in the spirit of diversity, equity, and inclusion for all students, applicants, community members and employees;
12. Protect the interests of students in every decision and assure the opportunity for high-quality education;
13. Promote the needs of the community to the College and the needs of the College to the community by supporting activities of the College and acting as an advocate for the College;
14. Comply at all times with the standards of conduct set forth in Title 24, Article 18 of the Colorado Revised Statutes, which details the Standards of Conduct for public employees.

Each Employee is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if an Employee is uncertain about College policies or procedures. If an Employee is concerned whether the standards are being met or is aware of violations of the Code, the Employee must contact the HR department.

The College takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Concerns or violations may be reported to:

Human Resources Department at 970-378-3720
Ask HR Hotline
Fraud Hotline
Sexual Harassment & Sexual Violence Hotline

Adopted: College Council, May 8, 2023

Responsible Administrator: Chief HR Officer of Employee Services