
Chapter: Personnel

Modification No. 001

Subject: **Code of Ethics and Employee Conduct**

I. In actualizing the core institutional value of integrity, Montgomery College is committed to fostering an environment where ethical standards are routinely and transparently considered by all faculty, staff, and administrators.

II. The purpose of the Montgomery College Code of Ethics is to set ethical standards for faculty, staff, and administrators, acknowledge employees whose decisions and actions meet standards, and hold accountable those employees who choose not to meet standards.

III. The Montgomery College Code of Ethics demands adherence to the following expectations:

Accountability: College employees will fulfill their roles and responsibilities to the best of their abilities. College employees will be personally accountable for the highest standards of moral and ethical behavior in all aspects of their work.

Civility and Collegiality: College employees will work together to create a culture of civility and inclusion built on trust, respect, and dignity for all.

Compliance: College employees will understand and comply with the codes, laws, regulations, policies and procedures that govern our College activities, as well as any standard of conduct and ethics required by professional associations of which the College or employee is a member.

Fairness: College employees will follow and execute the policies, procedures, and standards with objectivity and consistency, without discrimination or favoritism.

Honesty: College employees will be open, honest, and direct.

Respect: College employees will consistently treat all people and College resources with respect.

Stewardship: College employees will be prudent and responsible stewards of College resources.

III. The President is authorized to establish procedures to implement this policy.

Board Approval: June 19, 2017

Chapter: Personnel

Modification No. 002

Subject: **Code of Ethics and Employee Conduct**

I. General

- A. The purpose of the Montgomery College Code of Ethics is to outline ethical standards for employees, acknowledge employees whose decisions and actions meet these standards, and hold accountable those employees who choose not to meet the standards.
- B. The Office of Compliance, Risk, and Ethics (“OCRE”) shall be responsible for recommending to the President and ensuring all College employees receive initial and periodic refresher training.

II. Reporting Suspected Ethical Violations

- A. All employees are expected to report any suspected violations of College Policies and Procedures, including ethical violations. Employees are encouraged to contact their supervisor or manager with their ethical concerns or concerns about violation of policy or procedure. If contacting the supervisor is not possible or if an employee does not wish to report the concern to the supervisor, reporting may be made directly to the Chief Compliance, Risk, and Ethics Officer or to the confidential reporting line:

Online Reporting: www.montgomerycollege.ethicspoint.com
Toll-free Reporting Line: 1-844-572-2198

OCRE will conduct an initial review of all reports received through the confidential reporting line and will triage those reports as set forth below. All reports are confidential, to the extent permitted by law.

- B. Where a reported violation is addressed specifically through the College’s existing policies and procedures, including grievance procedures, the office granted jurisdiction by that policy or procedure will investigate the report. Such reports fall outside the investigatory jurisdiction of OCRE. In these cases, OCRE will:
 - 1. forward the report to the office with jurisdiction, and
 - 2. track the report to ensure that the office with jurisdiction addresses the report and brings it to a timely resolution.

When the investigation is complete, the responsible office will notify OCRE of the disposition.

- C. OCRE is authorized to investigate any suspected violation that does not fall within the express jurisdiction of another office, pursuant to College policies and procedures. OCRE endeavors to complete investigations in a timely fashion, with the goal of completing investigations within 60 days.

III. Protection Against Retaliation

There shall be no retaliation against individuals who, in good faith, report suspected ethical violations. Reports of suspected retaliation will follow Montgomery College Policy and Procedure 39003-Protection Against Retaliation.

IV. Education

Education is a key element of this Policy. The College will provide education and information, as appropriate, for employees to enhance understanding and increase awareness of the College's Code of Ethics and Employee Conduct Policy and Procedure. The President is authorized to provide institutional leadership and guidance for developing education programs to increase knowledge and share information and resources to promote a strong ethical culture at the College. Some goals to be achieved through education are: (a) ensuring that all employees are aware of the College's ethical standards; (b) deterring unethical conduct; and (c) identifying resources available for reporting concerns. Any mandatory education requirements will be announced and posted on the College's website.

Presidential Approval: June 30, 2017; June 18, 2019