



DISTRICT CODE OF ETHICS PROCEDURES

The code of ethics seeks to articulate commonly held values that are central to the culture of the College community. All board members, employees and students at Mendocino College agree to act in the following ethical ways.

- **Integrity** – Act with honesty and integrity, avoid actual or apparent conflicts of interest between personal and professional relationships, respect differences of opinion and make best efforts to resolve those differences in an ethical and professional manner.
- **Civility** - Act in a courteous and respectful manner, refraining from unprofessional behavior when interacting and communicating with others.
- **Individual Responsibility** – Act in good faith; act responsibly; and exercise due care, competence, and diligence, without misrepresenting material facts.
- **Confidentiality** – Respect the confidentiality of information acquired in the course of one’s work, except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one’s work shall not be used for personal advantage.
- **Accountability** – Comply with current rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.
- **Knowledge** – Share knowledge and maintain skills important and relevant to the needs of those we serve.
- **Accuracy** – Provide information that is accurate, complete, objective, relevant, timely, and understandable.
- **Professionalism** – Proactively promote professional standards of conduct as a responsible partner among peers, in the work environment, and in the community.
- **Sustainability** – Achieve responsible use of and control over all assets and resources employed or entrusted.

Acting ethically and demonstrating a commitment to the College Mission creates a student-centered environment for teaching and learning, which emphasizes a respect for the institution and for the values of education and learning.

Violation of District Code of Ethics: In such cases, any employee who violates the District Code of Ethics may be subject to disciplinary action by the District as described in other District policies and collective bargaining agreements.