


BBCC ADMINISTRATIVE PROCESS

Title: Ethical Conduct	AP 8054	Implementing Board Policy: BP 1000.1
Originating Department: Human Resources	Originated:	Effective Date: 5/18/17 technical changes
Previous Revisions: 10/16/12	Approved:  President	

Purpose

The purpose of this policy is to set forth ethical standards for the work and conduct of members of the board of trustees, faculty and staff (including student & non-student temporary employees) hereinafter “employees” of Big Bend Community College. This policy supports and implements Chapter 42.52 RCW, Ethics in Public Service.

Employees shall not engage in any activity nor maintain any interests or associations that are in conflict with State and Federal ethics laws, College policy, or their obligations to the college and the citizens of the State of Washington.

Ethical Standards

The Ethics in Public Service Act provides a comprehensive list of actions that are prohibited (with certain exceptions) for all public officers and employees of the State. In general, the prohibited activities are, but are not limited to:

1. Having a financial or other interest or engaging in any business, including personal business or professional activity that conflicts with official duties.
2. Using their position to secure a special privilege for themselves, their family, friends or any other person including an outside business or organization.
3. Receiving any compensation, including gift cards, from any source except the State for performing or not performing official duties.
4. Accepting any gifts, except as allowed under RCW 42.52.140 and 150. Gifts may include food and beverages with the exception of those consumed at hosted events where attendance is related to the employee’s official duties.
5. Disclosing confidential information to an unauthorized person. Using confidential information for personal benefit or to benefit another or intentionally concealing a public record if it is to be released under RCW 42.56.

6. Using state resources for personal benefit or to benefit another except as allowed under college policies and WAC 292-110-010.
7. Using state resources to campaign for the election of a person or a ballot initiative or to lobby an elected representative. See also AP 1015.
8. Assist another person in a transaction involving the state if they have participated in the transaction or the transaction was part of their job responsibilities.
9. Post-state employment restrictions are in place for former employees. Please refer to RCW 42.52.080 to determine if any of these restrictions apply to your situation before accepting a post-state employment job.

Detailed information on issues related to state ethics, including interpretations and clarifying examples of the Ethics Act and rules are available at the Executive Ethics Board's website www.ethics.wa.gov.

Reporting Violations

Employees are encouraged to consult with and seek approval from the VP of Human Resources & Labor when they are uncertain about the ethics laws. Employees may also report or file an alleged ethical violation by a Big Bend Community College employee, internally by contacting any of the following:

- VP for Finance & Administration
- VP of Human Resources & Labor
- President

Alternately, complaints may be filed by an individual (personally or by his/her attorney) with the Washington State Executive Ethics Board. Complaints shall state the name of the person alleged to have violated the ethics laws, the particulars involved, and such other information that may be required by the ethics board.

In addition, employees may make complaints with the Washington State Auditor's Office under the provisions of the Whistleblower Act.

If it is determined that any activity, interest or outside employment is in conflict with the duties of the employee, the employee shall take immediate action to end such conflict and shall advise their supervisor of the action taken.

Dissemination of Information and Annual Review

The Human Resources Office will make all employees aware of the ethics law and accompanying policy and procedure on an annual basis. New employees will receive this information during employee orientation conducted by the Human Resources Office.