

CODE OF ETHICS FOR COLLEGE OFFICERS AND EMPLOYEES**Reason for Policy**

To establish standards applicable to all college officers and employees to cultivate a culture that is committed to ethical standards.

Definitions

In this policy, the following words and terms will have the following meanings, unless the context clearly indicates otherwise.

1. "Officer" includes any member of the College, President, Vice Presidents and staff members with purchasing authority.
2. "College matter" means any application, award, bid, claim, contract, license, proceeding, resolution, or transaction made by, to, against, or with the College, or which requires any official action by the Board of Trustees, its officers or employees.
3. "Employee" means any person compensated for full or part-time employment services rendered to the College.
4. "Immediate family member" means the spouse, domestic partner, dependent child or grandchild, parent or sibling residing in the same household as the officer or employee.
5. "Interest" means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion inuring either directly or indirectly to an officer or employee or to an immediate family member of an officer or employee, either singly or in affiliation with any person or party as defined herein.
6. "Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Standards of Ethics

1. No officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of his/her duties to the College.
2. No officer or employee shall use her/his official position to secure unwarranted privileges or advantages for herself/himself or others.
3. No officer or employee shall act in her/his official capacity in any College matter in which he/she, or an immediate family member, has a direct or indirect financial interest that might reasonably be expected to impair objectivity or independence of judgment.
4. No officer or employee shall undertake any employment or engage in any business, transaction, service, or professional activity, whether compensated or

- not, which might reasonably be expected to impair his/her objectivity or independence of judgment in the exercise of her/his official duties.
5. No officer or employee shall accept, directly or indirectly, any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred, or which he/she knows or has reason to believe, is offered for the purpose of influencing him/her in the discharge of her/his duties.
 6. No officer or employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his/her acts, that she/he may be engaged in conduct violative of her/his trust as a public official.
 7. No officer or employee, nor any member or employee of a firm or corporation in which the officer or employee has an interest, shall appear or negotiate on behalf of any party in any matter before the College or in any cause or proceeding involving the College.
 8. No officer or employee shall use, or allow to be used, her/his public office, or any information not generally available to members of the public, which the individual receives in the course of or by reason of his/her office, to secure financial gain, unwarranted privileges, advantages, or employment for herself/himself, her/his immediate family members, or others with whom he/she is associated
 9. No officer or employee shall knowingly, himself/herself, or by his/her partners or through a corporation which he/she controls or in which he/she owns or controls stock, or by any other person for his/her use or benefit or on his/her account, undertake or execute in whole or in part, any contract, agreement, sale or purchase made, entered into, awarded to or granted to the College.
 10. No officer or employee shall use or willfully disclose to another person any information not generally available to members of the public which he receives or acquires in the course of and by reason of his official duties.

Solicitation or Acceptance of a Thing of Value

1. A College officer or employee may retain and use unsolicited gifts or benefits of trivial value, such as complimentary articles offered to the general public, and gifts received as a result of mass advertising mailings to the general business public if such use does not create an impression of a conflict of interest or a violation of the public trust. An impression of a conflict may be created, for example, if a College officer or employee with decision making authority uses a pocket calendar conspicuously marked with the name of a company or displays a wall calendar from a vendor, creating the impression of endorsement. If circumstances exist which create a reasonable doubt as to the intention with which the gift or benefit was offered, the Officer or employee shall return the thing of value to the donor or transfer it to an appropriate nonprofit entity in the name of the donor.
2. The President or his or her designee shall keep records of all such occurrences, names of the College officers or employees and companies involved, and the final disposition of the thing of value.
3. An Officer or employee acting in a scholarly capacity, may accept an honorarium, academic prize or other thing of value if the honorarium, academic prize or other

thing of value reflects payment for sharing his or her intellectual property orally or in writing, acting in an editorial capacity for a journal or other publication or reviewing journal or book manuscripts, or grants or contract proposals, or participating in accreditation or other peer review activities.

Annual disclosure for Scholarly Employees

4. A College employee serving in a scholarly capacity shall disclose annually to the College President or designee any travel, subsistence or entertainment expenses, honoraria, academic prizes, or other things of value related to activities performed in his or her scholarly capacity received in the prior academic year (July 1st through June 30th). The sources of all such expenses and things of value shall be identified.
5. A College employee serving in a scholarly capacity shall use the Annual College Disclosure Form for his or her annual disclosure. The completed forms shall be submitted to the College President or designee, and the form shall be kept on file for a period of five years.

Disclosure of Potential Conflict

At first knowledge of any College matter that reasonably could give rise to a potential conflict of interest, an officer shall disclose to the Chairperson of the Board of Trustees, or an employee shall disclose to the President, the precise nature of the interest or involvement of the individual, or the individual's immediate family member(s), in any college matter. The officer or employee shall not participate in subsequent discussion or action without specific approval of the Chairperson or President.

Conveyance and Affirmation

1. Upon his/her appointment, each officer or employee shall receive a copy of this policy.

Enforcement

Willful violations of this policy will constitute cause for sanctions determined by the Board or President.

Approved:
Board of Trustees
April 16, 1998

Revised:
July 20, 2006
February 22, 2018
March 16, 2023

Annual College Disclosure Form

Date of Statement: _____

For Academic Year July 1, __ through June 30, ____

First Name _____

Last Name _____

Institution _____

Department _____

Position _____

Daytime Telephone _____

Email Address _____

Instructions: This form must be submitted pursuant to N.J.A.C. 19:61-6.10(a), which requires a College employees serving in a scholarly capacity to annually disclose to his/her President/Dean any travel, subsistence or entertainment expenses, honoraria, academic prizes or other things of value related to activities performed in a scholarly capacity received in the prior academic year (July 1st through June 30th).

Benefits Received

A. Travel, Subsistence and Entertainment Expenses

Date Received Type of Benefit Amount Source Interested Party*

- 1.
- 2.
- 3.

B. Honoraria, Academic Prizes or Other Things of Value

Date Received Type of Benefit Amount Source Interested Party*

- 1.
- 2.
- 3.

*Indicate whether the source of the benefit is an interested party to your institution. "Interested party" means: 1) any person or entity your institution regulates, licenses or supervises; 2) any grantee or grantor to your institution and any employee, representative or agent thereof; 3) any supplier/vendor to your institution; 4) any advocacy group that advocates or represents the positions of its

members to your institution; 5) any organization a majority of whose members fall under 1-4 above.

C. Assigned Educational Texts or Materials

1. Do you assign educational books or materials authored by you as a course requirement?

Yes__ _____ No_____

2. If answer to question 1 is yes, do you receive royalties from those educational materials?

Yes__ _____ No_____

3. If answer to question 2 is yes, did you donate those royalties?

Yes__ _____ No_____

4. If answer to 3 is yes, where were the royalties donated?

To the best of my knowledge and belief, the information on this form is true and accurate.

EMPLOYEE: _____ Date: _____

Signature_____

I have reviewed the information contained on this form.

PRESIDENT/DEAN: _____ Date: _____

Signature_____