

## Code of Conduct

TCCS expects all employees to conduct themselves with honesty, integrity, and professionalism. It is each employee's responsibility to apply common sense, good judgment, and courtesy in carrying out job responsibilities and making work-related decisions. Whenever a situation arises where the employee does not understand the appropriate action to take, the employee should immediately contact TCCS management!

TCCS's Code of Conduct describes the type of behavior that all employees should demonstrate and expect of their colleagues while they are at work. Specifically, each TCCS employee is expected to—

1. Comply with the law and TCCS Policies.
2. Act with honesty, integrity, and respect.
3. Treat employees with respect and dignity.
4. Safeguard confidential information.
5. Be responsible with business records and financial transactions.
6. Be good stewards of our financial resources.
7. Protect TCCS property and use work time appropriately.
8. Avoid conflicts of interest.
9. Protect the privacy of personal information.

### Duty to Report Violations

Employees who suspect violations of the standards described in the Code of Conduct are responsible for reporting such matters. This includes any concerns about possible legal violations, including financial misconduct. Reports on financial misconduct would address such issues as accounting discrepancies, fraud, accounting misrepresentations, auditing matters, accounting omissions, and misappropriation of grant funds. TCCS has a responsibility to investigate and report, where necessary, allegations of suspected wrongful or unlawful activities. By the same token, it is a violation of TCCS policy to knowingly make false allegations with the intent to cause harm to another individual.

If you suspect that an employee has engaged in wrongful or unlawful conduct you may report the activity directly to the Chief Executive Officer, one of the members of Senior Cabinet, or Human Resources. Employees may also visit SpeakUp TCCS <https://services.claremont.edu/human-resources/> or call 1-833-740-4862 to make a confidential or anonymous report.

### Protection for Reporting Violations

Any TCCS employee may report allegations of suspected wrongful or unlawful activities at TCCS and may elect to remain anonymous in filing a report. During the investigation,

an employee's identity will be kept confidential to the extent possible. If an allegation concerns activities at any of the Colleges, the party receiving the report will forward it to the appropriate personnel at the specified College.

Employees who report wrongful or unlawful activities or refuse to participate in wrongful or unlawful activities may not be subjected to any form of reprisal.

Employees of TCCS may not (1) retaliate against an employee who files a report under this policy or who refuses to obey an illegal order or (2) interfere, directly or indirectly, with an employee's right to file a report with TCCS or with any applicable local, state, or federal agency.

### **Code of Conduct Violations**

TCCS, its employees, the Colleges and all those with whom TCCS conducts business services benefit from ethical and professional conduct. Employees who violate the standards described in the Code of Conduct may receive disciplinary action up to and including termination of employment.

