

Standards for Best Ethical Practices

Stakeholders entrust Butler Community College with resources to fulfill its mission of developing responsible, involved lifelong learners and contributing to the vitality of the communities it serves. All Butler employees must be good stewards of these resources. To guide Butler employees in carrying out this responsibility, the Butler Ethics Process Team has devised Standards for Best Ethical Practices. The Butler Community College administration, Butler Community College Education Association (BCCEA), and Board of Trustees embrace these standards and require all employees to adhere to them.

Employee conduct should be characterized by the timeless institutional values of quality, integrity, service, and care. Employees should also expect and encourage such conduct in others.

Employees should be aware of the ethics violation reporting process. Suspected unethical behavior may be anonymously reported to the Butler Ethics Review Board or a designated external ethics reporting service without fear of retaliation. After review, reports may be investigated. Investigations will follow the institutional process outlined in the Employee Handbook. Violation of the Standards for Best Ethical Practices may result in disciplinary action up to and including termination and, if appropriate, reports to authorities including law enforcement agencies.

When discharging their duties on campus or representing the college, Butler employees shall

- Obey local, state, and federal laws and regulations;
- Comply with ethical expectations in the Employee Handbook and/or the contractual agreement between Butler Community College and the BCCEA;
- Provide accurate and complete time and expense reports and financial records or statements;
- Exercise professional judgment when offered gifts or favors;
- Decline to engage in circumstances that create a conflict of interest;
- Safeguard confidential college information; and
- Use college assets for college purposes.

I have received and read these Standards for Best Ethical Practices.

Name

Signature

Date

For student ethical issues refer to the Butler Community College Catalog.
For questions of compliance refer to the Employee Handbook.