


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 403.1</b>		
	Page 1 of 1		
	<b>Last Revision Date:</b>	11-05-90	
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Code of Ethics for Employees

## PURPOSE

The purpose is to outline those standards of conduct with which all employees will comply.

## PROCEDURE

1. Employees will strive to maintain a high moral character both professionally and personally by exemplifying honesty, integrity, consideration, and fairness in dealing with all members of the College community and the public at large.
2. Employees will not discriminate on the basis of sex, race, color, age, handicapped status, or creed, nor infringe upon any other right or procedure of due process provided by the U. S. Constitution and/or the Arizona State Constitution.
3. Employees will comply with Arizona States Statutes, District Governing Board Policies, and College Procedures.
4. Employees in their position or official conduct will not disregard the interests of the College in order to seek financial gain for themselves, their families, or any organization with which they are associated.
5. Employees and/or their families will not solicit or receive any gift or favor pursuant to an expressed or implied understanding that their official actions or judgment would be thereby influenced.