

PROCEDURE MANUAL

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|  ARIZONA WESTERN COLLEGE | | PROCEDURE 403.1 | |
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| | | Last Revision Date: | 03-14-2022; 10-15-2020; 01-14-2014 |
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| Section: | Human Resources | Subject: | Code of Ethics for Employees |

PURPOSE

To outline standards of employee ethics, including the values of the College.

PROCEDURE

1. Employees will strive professionally and personally to exemplify honesty, integrity, consideration, and fairness.
2. Employees will strive professionally and personally to practice the values of the College; agility, passion, transparency, unity, empowerment, and respect.
2. Employees will not discriminate on the basis of sex, race, color, age, disability 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 all College Policies, Procedures, handbooks and other local, state, and federal laws.
4. Employees will not use their official position or conduct to 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 would influence their official actions or judgment.