

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: INSTITUTIONAL CODE OF ETHICS	Number: BP 1.18
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Definition of Ethics

Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, unbiased, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

Importance of Ethics

The credibility of City College of San Francisco employees depends upon whether they are perceived as honest.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

Expectations for Ethical Behavior

Employees of City College of San Francisco shall be committed to the principles of honesty and equity and professionalism. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the College community to override the best interests of the public served by the College.

Employees shall exercise judgments that are unbiased, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders. They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior, as stated in relevant sections of employee handbooks.

Similarly, students are expected to abide by respectful and ethical behavior and decision-making in their treatment of College employees, other students, and members of the public, as stated in the Code of Student Conduct.

Employee Responsibilities

The following statements of responsibilities are intended as guidelines:

- To provide and protect student access to the educational resources of the College;

- To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers;
- To protect students from disparagement, or arbitrary judgment;
- To keep foremost in mind at all times that the College exists to serve students;
- To develop a climate of trust and mutual support;
- To foster openness by encouraging and maintaining open communication;
- To encourage, support, and abide by the written Board Policies and Administrative Procedures of City College of San Francisco; and
- To challenge unethical behavior in a timely manner.

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