

## Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

### Purpose

The purpose of this policy is to provide employees with an understanding of ethical conduct and conflicts of interest.

### Policy

This policy ensures that all actions and decisions made by college employees are conducted with integrity, in the best interest of the college and in full compliance with Chapter 176 of the Texas Local Government Code, which governs conflicts of interest for local government officers and employees. Ethical conduct is more than bare compliance with the minimum requirements of the law. Ethical conduct means honesty, transparency, personal accountability, and an appreciation that as employees of San Jacinto College, we are stewards of the public trust. Administrators, faculty, staff, and other agents of the College will not engage in conduct constituting conflicts of interest, unlawful harassment or discrimination as detailed in **Policy IV.4002.G.A, Employee Harassment and Discrimination**. This policy statement sets forth the general ethical principles and standards that will apply to all employees of the College regardless of their rank or position. In the event of a conflict between this policy and any existing policy or procedure, this policy will take precedence.

### Definitions

**Ethical conduct:** Honesty, transparency, personal accountability, and an appreciation that employees are stewards of the public trust.

**Conflicts of interest:** When a College employee's direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the College.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### Associated Procedures

Procedure III.3003.A.a, Ethical Conduct: Employees

Procedure III.3003.A.b, Conflicts of Interest: Employees

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Primary Owner	Vice Chancellor, Fiscal Affairs
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Secondary Owner	Executive Director, Internal Audit
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