

	POLICY	Motion No.	EXEC 1007-2023
	Ethical Standards for Employees	Effective Date	6/20/2023
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

When representing Pennsylvania Highlands Community College, employees will comply with all applicable laws and regulations and conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct.

When representing the College, employees shall, act in a manner which will inspire public trust in their integrity, impartiality, and devotion to the best interests of the College, its students, and the community.

All employees are charged with creating an environment that encourages academic success and fosters respect amongst students, faculty, staff, and administration over a range of backgrounds, ideas, and perspectives.

Gifts, Favors and Payments

The following is a summary of the College's policy with respect to gifts, favors, entertainment and payments given or received by College employees ; potential conflicts of interest; and other matters:

Gifts, Favors, and Payments Given to Employees or Non-employees by the College

Gifts, favors, and payments may be given to employees or non-employees at the College's expense if they meet all the following criteria:

- They are consistent with accepted business practices
- They are of limited value and in a form that will not be construed as a bribe or payoff
- They are not in violation of any applicable law and generally accepted ethical standards; and
- They will not embarrass the College if publicly disclosed

Gifts, Favors, Entertainment and Payments Given to College Employees

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment, or payments from other organizations or businesses or associates of organizations or businesses without a legitimate business purpose, nor shall employees seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons, businesses, or organizations that do or seek to do business with or is a competitor of the College. In the application of this policy:

- Employees may accept for themselves and members of their families' common courtesies usually associated with customary business practices. Employees are expected to disclose receipt and adhere to the following guidelines: :
 - Lunch and/or dinner with vendors (are acceptable as long as the invitation is extended by the vendor.
 - Gifts of small value from vendors are acceptable.
 - Tickets to or invitations to entertainment events are acceptable if offered by the vendor, , the tickets were not solicited by the employee , and the activity is approved by the direct supervisor .
 - Overnight outings are acceptable under the condition that individuals from other companies or the vendor are in attendance. The employee must have approval from the direct supervisor.
 - The receipt of alcoholic beverages is discouraged.
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- It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

Administrative employees should not accept gifts of more than a limited value from those under their supervision

Confidential Information

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the College without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and may subject an employee to discipline up to and including immediate discharge.

Employee Relationships

Relationships between employees, and between employees and students, should remain professional especially when individuals are in unequal authoritative positions such as teacher and student or supervisor and employee. Employees are advised to consult the College's Title IX policy for further guidance.

Compliance

Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy. Any employee having knowledge of any violation of the policy shall promptly report such violation to a

Cabinet member, the Chief Human Resources Officer or use the Lighthouse reporting system found on the College's intranet. Retaliation against employees who raise genuine concerns will not be tolerated.

Human Resources is responsible for providing policy guidance and issuing procedures to assist employees in complying with the College's expectations of ethical business conduct and uncompromising values. Employees of the College with departmental oversight are responsible for compliance in their area of responsibility.

Any violation of this policy will subject the employee to disciplinary action up to and including termination.

Effective Date	Motion Number	Document Author	Description of Change
6/20/2023	EXEC 10XX-2023	Human Resources	Language was revised for clarity and to address College position on romantic relationships
5/01/2010	206	Human Resources	Possible Initial Release
6/27/2017	EXEC 1023-2017	Human Resources	Needed Board approval