



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> EMPLOYEE ETHICS	<b>Number:</b> 6.26	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1001.02	<b>Board Adoption/Revision Approval Dates:</b> 10/22/02, 3/27/07, 4/22/08	

Consistent with its commitment to the College's core values, the Board expects all College employees to be guided by the highest ethical standards.

### **Ethics**

- A. Faculty and administration shall follow the Code of Ethics of the Educational Profession in Florida (Florida Administrative Code Section 6B-1.001 and 6B-1.006).
- B. All College employees are subject to the Florida Code of Ethics for Public Officers and Employees as set forth in Part III of Chapter 112 FL Stats (2005) except as specifically exempted by statute.
- C. The prohibitions of the Code of Ethics include, but are not limited to, the prohibition of an employee (i) renting, leasing or selling any realty, goods or services to the College, (ii) having an employment or contractual relationship with any business entity or agency that is doing business with the College or subject to regulation by the College, (iii) having an employment or other contractual relationship that creates a frequent or recurring conflict between the employee's private interests and the performance of his public duties or that would impede the performance of his public duties and, (iv) disclosing or using information not available to members of the general public and gained by reason of his position for personal gain or benefit or the personal gain or benefit of another person.

### **Conflict of Interest**

Conflict of interest by College employees is prohibited. The following practices are examples of unacceptable conduct that constitute a conflict of interest on the part of a College employee:

#### **A. General:**

- (1) College employees shall not engage in the selling of goods, books, encyclopedias, musical instruments or any other instructional materials to students, parents, or other employees except as a regular part of the operation of the College through the College bookstore or Museum shop at the Appleton Museum of Art.
- (2) Employees shall not conduct College business with the District Board of Trustees involving the sale of any product or service.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).

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- (3) Instructors shall not engage in the selling of personally owned goods, parts or materials to customers receiving customer services from College programs.
- (4) Faculty members shall not accept any form of payment for tutoring their own students.
- (5) Employees shall not advertise or solicit business of a personal nature during normal working hours or in the College facility.

**B. Appleton Museum of Art:**

- (1) Employees may not be art dealers, work on behalf of art dealers, or contract with art dealers to provide conservation, curatorial, research or appraisal services.
- (2) No employee may provide an appraisal for a work of art for the public or a potential donor. Employees may not purchase objects deaccessioned from the Museum collections and may not trade objects from personal collections with those of the Museum.
- (3) Employees must obtain permission from the Director of the Museum before loaning any objects to the Museum, exhibiting at the Museum, or having a member of his or her immediate family exhibiting at the Museum. Employees must not collect or acquire work in competition with the Museum's acquisitions or potential acquisitions.
- (4) There are special ethical considerations related to the Appleton Museum of Art, and the President shall cause an Administrative Procedure to detail those special ethical matters.

**D. Student Loan Practices Code of Conduct**

The integrity of the student financial aid process is critical to providing fair and affordable access to higher education in Florida. Employees shall adhere to the following principles in financial aid operations:

- (1) College employees should receive no personal benefit.
- (2) College employees should not serve on lender advisory boards for remuneration.
- (3) The College should not provide any advantage to a lending institution.
- (4) The College should make appropriate use of any Preferred Lender Lists.

The President or President's designee shall establish procedures that address these principles.

**Reporting Violations**

- (1) College employees shall report to appropriate authorities any known allegation of a violation of the State Board of Education Rules or College Policies and Procedures.
- (2) The College shall seek no reprisal against any individual who has reported any allegation of a violation of the State Board of Education Rules or College Policies and Procedures.

**Disclosure of Information**

- (1) College employees shall not disclose any information that is confidential, as defined by Florida Statute or any information protected by federal regulation.