

<p>Central Texas College District Human Resource Management Operating Policies and Procedures Manual</p>
<p>Policy No. 200: Code of Ethics and Conduct</p>

I. PURPOSE

To provide guidance to employees regarding ethical conduct and to provide a mechanism and protection for employees who report a violation as set forth in Public Administration, Title 8, Chapter 36 of the Texas Penal Code, the Federal Acquisition Regulation 3.10, 52.203-13 and 52.203-14, Defense Federal Acquisition Regulation 203.9, Section 554.002 of the Texas Government Code, and Section 51.971 of the Texas Education Code.

II. SCOPE

This policy applies to all CTCD employees at all locations.

III. POLICY

Employees of a public institution are expected to adhere to the strictest codes of ethics and conduct in all aspects of job performance and the specific policies outlined below:

- A. Gifts and Benefits: Employees may not solicit, accept or agree to accept a significant gift or benefit to the institution or the individual. A significant gift is defined as any tangible item, service, favor, monies, credits or discounts not available to others. Any gifts of food or beverages received may be returned, consumed at institutional functions or donated to charity. Employees may accept items with a value of less than \$50, excluding cash or other negotiable instrument, but may not solicit them.
- B. Personal Services: Employees may not request or require that other personnel perform personal tasks or errands.
- C. Use of College Property and Time: Employees may not use College time, equipment, materials and/or facilities for personal use, gain or profit.
- D. Meals/Business Entertainment: Employees may accept the cost of shared meals during which business is conducted and which are paid for by another party. Further, employees may attend functions to which they are invited because of their positions.
- E. Confidential Information: CTCD personnel may be required to perform services or duties as an employee, intern (either paid or unpaid), work study, volunteer or principal of CTCD (collectively "personnel") that may give them access to

certain confidential information belonging to CTCD and/or other individuals or entities during the course of the performance of the services or duties. Such confidential information may include but is not limited to any materials, information, or data supplied by CTCD or other individuals or entities for use in performing the services or duties, or which may be acquired, developed, or produced by personnel in connection with or as a result of such services or duties (“Confidential Information”). Such Confidential Information includes, but is specifically not limited to personal information relating to CTCD employees, employee applicants, students, student applicants, or others such as birth dates, social security numbers, addresses, educational records, personnel information, medical information, CTCD or individual bank or financial information, and CTCD proprietary information. THEREFORE,

By accepting employment or assignment at CTCD personnel agree to keep in strictest confidence all such Confidential Information. Personnel are prohibited from discussing, disseminating, publishing, copying, transferring, removing, misusing, or using or retaining for personal or any use beyond that which is necessary to accomplish their services or duties for CTCD.

From time to time, CTCD’s legal counsel may request that services or duties be provided for them and that any information derived therefrom is also considered Confidential or Privileged Information for which additional or different protocols may be required.

Upon request by CTCD or upon termination of internship, work study assignment, employment, volunteer, or other relationship with CTCD all such Confidential and/or Privileged Information, will be immediately returned to CTCD in a usable and an orderly manner and shall not use any such Information or retain any original, copy or reproduction in any form whatsoever.

In keeping with CTCD’s ongoing efforts to combat the risk of identity theft and misuse of confidential information, personnel who suspect that any Confidential Information may have been compromised, will immediately notify their supervisor or the Director, Human Resource Management.

The obligation of confidentiality lasts during and subsequent to employment, volunteer, internship or work study assignment or other relationship with CTCD and does not expire.

Personnel understand that violation of this agreement could result in legal liability and will be grounds for discipline, up to and including termination.

- F. Institutional Funds: Employees will accurately report expenses actually incurred in performance of CTCD business and will comply with all applicable policies, procedures, laws and regulations in regard to expenditure of institutional funds. Employees may not use college funds for personal gain or profit.

G. Scholastic Honesty: Employees will maintain the highest standards of scholastic honesty. Employees may not cheat or assist students in cheating. Employees will not knowingly falsify information provided to students such as faculty credentials.

H. Reporting:

1. Employees must report any ethical conduct violation that they engage in themselves or any violation they have reason to believe another employee is engaged in. The type of violations that must be reported are issues relative to federal or state contracts, state appropriations or local ad valorem taxes such as gratuities, kickbacks, personal conflicts of interests, procurement integrity, mischarging, overcharging, or other misdeeds, etc.
2. CTCD will disclose to the appropriate Office of the Inspector General and the contracting office when credible evidence is found to support a violation of federal or state laws involving fraud, conflict of interest, bribery, or gratuity, or a violation of the civil False Claims Act in connection with government contracts.
3. CTCD will also disclose to the appropriate federal and state contracting entities a complaint received alleging gross mismanagement of a Department of Defense (DoD) or other contract, a gross waste of DoD funds, a substantial and specific danger to public health or safety, or a violation of law related to a DoD or other contract (including the competition for or negotiation of a contract).

I. Training: All full-time and part-time employees who work directly or indirectly on a federal or state contract must attend Ethics and Code of Conduct training within 60 days of hire. Current employees must complete training within 60 days of training notification.

J. Cooperation: CTCD will fully cooperate with any government agencies responsible for audits, investigations, or correction actions.

K. Retaliation: Retaliation, to include discharge, demotion, suspension, or discrimination, against employees who raise genuine ethical conduct concerns or disclose contract violations in good faith will not be tolerated.

IV. PROCEDURES

A. Any employee found to have violated this policy will be subject to disciplinary action up to and including termination of employment with CTCD.

B. Ethical or Code of Conduct Violations:

1. Employees should report ethical code of conduct violations through the CTCD compliance hotline at (800) 792-3348 ext. 1548 or to the Director, Human Resource Management. Employees are encouraged to use the compliance

hotline to report violations to preserve the confidentiality of communications and the anonymity of the person making a compliance report or participating in a compliance investigation. If employees would rather speak to someone directly, they should contact the Director, Human Resource Management at (254) 526-1128.

2. The Director, Human Resource Management will retrieve violation complaints from the compliance hotline. The Director, Human Resource Management will conduct investigations related to ethics or code of conduct concerns which may include collecting information or seeking assistance from other parties.
3. In instances where improper behavior or conduct was found to have occurred, the Director, Human Resource Management will help to ensure appropriate action is taken and violations are reported in a timely manner to appropriate federal and/or state contracting authorities.

C. DoD Contract Violations:

1. In addition to the hotline above, employees who believe a DoD contract or funds violation has occurred or that the public health or safety is in danger, may report such violations to:
 - i. A Member of Congress.
 - ii. A representative of a committee of Congress.
 - iii. An Inspector General that receives funding from or has oversight over contracts awarded for or on behalf of DoD.
 - iv. The Government Accountability Office.
 - v. A DoD employee responsible for contract oversight or management.
 - vi. An authorized official of any agency or the Department of Justice.
2. Complaints related to DoD contract violation received through the compliance hotline will be forwarded to the appropriate federal contracting officer.
3. An employee, who believes that he or she has been discharged, demoted or otherwise discriminated against for disclosing a DoD contract or funds violation, may file a complaint with the DoD Inspector General.

- D. This policy addresses common issues of ethics and conduct. Questions regarding ethical conduct not mentioned in this policy should be directed to the compliance hotline or the Director, Human Resource Management.