
Policy 104: Ethical Conduct

Related Policies

Adopted: November 21, 2019

Amended

I. Introduction

The Board of Directors at Central Penn College believes that Central Penn College's reputation is one of its most valuable assets. As such, employees of the College are expected to undertake their responsibilities on the College's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness.

II. Purpose:

This Board Policy codifies the College's current Ethical Conduct practice and procedure located in the Employee Handbook. The College's Ethical Conduct practices and procedures remain in effect, uninterrupted.

III. Definitions

Ethics: a moral philosophy or code of morals practiced by a person or group of people.

Conduct: the way a person acts, especially from the standpoint of morality and ethics.

IV. Policy

All Central Penn College employees are to conduct their work in an ethical manner to uphold the College's reputation in the community. Central Penn College requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

As an organization, Central Penn College will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

It is the responsibility of every Central Penn employee to comply with our policy of business ethics and conduct. Employees who do not comply with these standards may be subject to disciplinary action, up to and including termination of employment. If you are unsure if a decision or action is proper or ethical, you should discuss it with your supervisor or member of management.



Ethics Hotline

Central Penn College is committed to lawful and ethical behavior in all of its activities and requires that its faculty and staff conduct themselves in a manner that complies with all applicable laws and regulations.

Reporting

The first step in communicating a concern about unethical, illegal or unsafe activity is to discuss with your supervisor or a member of management. However, if an employee is uncomfortable with this approach and/or wishes to remain anonymous, they may use the Ethics Hotline, which is confidential and administered by a third party. You may report issues by calling 877-270-1788, or by using the web link displayed in every issue of Central Station, or online at www.centralpenn.ethicspoint.com. Reports received through this service are forwarded to the Board Chair, President, and Executive Director of Human Resources. If the complaint is relating to one of these campus contacts, the vendor will omit that person from the notification.

Investigation

The College will investigate these reports carefully and thoroughly, with appropriate discretion and as confidentially as reasonably possible.

Retaliation

The College will not discharge, threaten, or discriminate against anyone for his/her good faith reporting of a perceived wrongdoing, violation of law or regulation, or other unethical or illegal conduct.

Examples of Fraudulent Conduct or Impropriety

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

- Fraud, waste or abuse of resources
- Misuse of grant money
- Research fraud
- USCAA violations
- Theft/embezzlement
- Facilitating or concealing any of the above or similar actions.

An employee who knowingly provides false reports using the Ethics Hotline may be subject to disciplinary action.

V. Effective Date:

Immediately