

## VALUES

**Respect** – We hold that all people deserve courtesy and an environment affirming that we are genuinely concerned for their welfare.

**Honesty and Integrity** – We pledge to be constantly truthful and trustworthy in all our dealings. Everyone we encounter can count on us.

**Teamwork** – We will use cooperation, collaboration and teamwork in working toward shared goals for the greater benefit of our College and its communities.

**Scholarship** – We believe that the pursuit and attainment of knowledge is a basic right of everyone.

**High Performance** – We strive not only for the acquisition of knowledge, but also the ability to apply insight and reasoning to reach superb solutions.

**Service** – We strive to serve all of our clients professionally, while focusing on the needs of each individual.

## CODE OF ETHICS

Florida Community Colleges are entrusted by the citizens of Florida with great resources and hold public trust responsibilities. Therefore, to guide all employees in attending to the custody of these resources and public trust, LSCC has established its Code of Ethics. Besides abiding by the State of Florida Code of Ethics (FL Statute 112.324) as applicable, employees are to practice at all times this LSCC Code of Ethics.

### A. Ethics related to the community served by LSCC Employees

1. Employees shall deal conscientiously with professional assignments. Employees shall respect the rights of others.
  - a. For teaching faculty, this ethic entails careful planning of courses and class presentations, meeting scheduled classes, informing students of course requirements and impartial grading according to standards appropriate to the level of instruction. Faculty will conduct instructional activities in an atmosphere of equality, civility and mutual respect.
  - b. For advisors or counselors, this ethic entails providing those services which will facilitate the achievement of educational and personal goals. Advisors/counselors will be available to students, respect student confidentiality, and provide advising that is always in the best interest of the student.
  - c. For administrators, this ethic entails making careful analysis of student and educational needs and providing quality educational programs to meet those needs.

Administrators will work with faculty to obtain the necessary support services, facilities and budget to provide a quality education program. They will also act as leaders in the consistent practice of LSCC Values.

- d. For other professional support personnel, this ethic entails providing services to faculty and students in the achievement of educational goals and informing them of support services.
  - e. For librarians, this ethic entails the provision of access to a broad range of high-quality information resources in physical and electronic formats. Librarians shall also foster information fluency and life-long learning through group and individual instruction.
2. Because employees often serve as models and exercise great influence, they should set and demonstrate standards in personal integrity, professional ethics, and academic excellence.
  3. Students deserve respect as individuals and have certain rights that must be protected. Employees must demonstrate appropriate interest in the individual student and his academic growth, give professional advice, and treat students with courtesy. This interest should be objective and compatible within the individual employee's total responsibilities within the institution.

#### **B. Professional and Institutional Ethics for All Employees**

1. Employees shall condemn comments which unjustly damage colleagues.
2. Employees shall delegate assigned tasks to qualified persons only.
3. Employees shall refrain from misinterpreting or misrepresenting the statements of other employees.
4. Employees shall conscientiously fulfill all contractual obligations for the period of time agreed and give the College appropriate notice per policy when resigning.
5. Employees shall make conscientious use of the College funds and equipment entrusted to their responsibilities and assignments.
6. Employees shall make every effort to avoid professional and personal actions which may diminish the College's image.
7. Employees shall abide by College policies and procedures and notify appropriate authorities of conflicts that may jeopardize institutional effectiveness.
8. Without specific permission of the College, employees shall avoid use of College resources, equipment and labor for personal or financial gain.

9. Employees shall provide whenever possible support to College-wide activities.
10. In making public statements, employees shall indicate clearly whether they are speaking as representatives of the College or as individuals.
11. Employees shall accept only novelties and treats of nominal value from vendors. Preferably, these items should be shared within the work group or department.
12. Employees when acting as purchasing agents are prohibited from purchasing, renting or leasing goods or services from employees' immediate family-owned businesses.
13. Employees whose professions have defined codes of ethics will abide by such professional ethical codes.
14. Employees shall refrain from claiming or implying professional qualifications that exceed those acquired.

### **C. Additional Student Related Ethics for Faculty and/or Advisors**

1. Student conferences shall be held in confidence unless doing so jeopardizes the wellbeing or safety of the students or of others. Faculty and Advisors should respect the students' right to privacy and not require students to give information which they may wish to withhold; neither should faculty reveal information which a student has given with the reasonable assumption that it will be held in confidence.
2. Faculty will encourage students in their quest for knowledge, giving them every assistance in the free exploration of ideas. Teaching frequently and legitimately involves presentation often of disquieting facts and controversial theories and faculty must present such information with tact and respect for the individual.
3. Faculty and advisors should recognize limitations of their skills and competencies in dealing with student and academic problems and should make appropriate referrals.
4. Faculty and advisors have the responsibility to refrain from exploiting for private advantage individual students or student groups/clubs.
5. A faculty member has the responsibility to acknowledge student or colleague contributions in their research.
6. Advisors and those faculty providing academic advisement should provide effective and appropriate academic advisement, recognizing that the advisement is an integral feature of higher education and must be conducted in an informed and objective manner that best meets the student's needs. Poor or indifferent advisement based on personality of colleagues must be avoided. Students should be advised on the selection of courses, not

instructors.

7. A faculty member shall not infringe upon students' obligations to other faculty members in such matters as class attendance or student conferences. Requests for student to miss classes shall be made in advance, and students should be made aware that they are accountable for the content in classes missed. Granting of requests for approved absences rests with the instructor affected. Faculty shall adhere to the printed/approved class times.

#### **D. Additional Professional Ethics for Faculty**

1. Faculty has responsibility to be current in their area of competence and maintain their teaching and technical effectiveness.
2. Faculty has the responsibility to assist colleagues in the following
  - a. Curriculum studies and development at both the department and College levels
  - b. Departments, Chairs and College faculty meetings
  - c. Committee assignments
  - d. Library collection development.
3. Faculty shall take an active role in protecting and enhancing the academic and professionalism of the faculty by making appropriate recommendations regarding hiring, reappointment or tenure appointments, and dismissal of colleagues.
4. Faculty shall respect and defend the free inquiry of students and associates.
5. Faculty shall refrain from placing students in compromising situations by soliciting from them information concerning other professionals.

#### **E. Additional Professional Ethics for Administrators and Supervisors**

1. Administrators and supervisors shall refrain from using their position power inappropriately by placing employees in compromising ethical and business situations.
2. Administrators and supervisors have the responsibility to be current in their functional area of responsibility by reading and attending not only training & conference events, but also applicable College meetings and events.
3. Administrators and supervisors shall act as leaders in the consistent practice of LSCC Values, Rules and Procedures.
4. Supervisors shall responsibly and respectfully

- a. Lead and direct their subordinates' work in keeping with LSCC initiatives, goals and values
  - b. Provide regular feedback and coach their subordinates for improved performance and career development
  - c. Provide fair and appropriate discipline when necessary in accordance with LSCC policy and procedures as aided by Human Resources
  - d. Direct subordinates when necessary to helpful resources such as an employee assistance program, health benefits, etc. and educational experiences to ensure their well-being and positive development.
5. Administrators and Supervisors shall demonstrate responsible use and protection of LSCC resources and refrain from using their position power for personal gain.

*I understand and agree to demonstrate LSCC's Values. I also understand and agree to honor and abide by the LSCC Code of Ethics. I understand that failure to abide by the LSCC Code of Ethics is subject to appropriate disciplinary action up to and including dismissal from employment.*

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Employee's Signature

\_\_\_\_\_  
Employee's Name (printed)

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Date