

Los Angeles Trade Technical College Code of Ethical Conduct

College Vision Statement:

Los Angeles Trade Technical College (LATTTC) will be a global leader known for effectively incorporating the leading-edge theories, proven educational practices, hands-on experiences and technology into its career technical and professional programs. LATTTC graduates will be in high demand. Many will become community and business leaders and innovators.

College Mission:

The mission of Los Angeles Trade Technical College is to provide our students and community with high-quality technical and professional educational options that flexibly meet their life-long career development and academic goals; foster a climate of life-long learning; prepare our students to participate effectively in our democratic society; and generate economic development with our educational, governmental, community, and business partners.

College Values:

Learning

We are committed to help all students define and attain their learning objectives whether career technical, professional, transfer, or basic skills. We are dedicated to student success and judge our success by their learning outcomes. Our faculty, administration and staff commit to and attain annual learning objectives.

Excellence

We set and meet the highest standards. We anticipate change. We regularly evaluate our programs, systems, facilities, equipment and teaching methods to incorporate improvements. We recruit the best faculty and staff and commit appropriate resources and time to their continuous development.

Respect

We value diversity in perspective, thought, and culture. We believe it contributes to creative approaches and solutions to problems or opportunities. Regardless of the extent of our differences, we are inclusive, civil, and collegial with each other, our students, our community, and all others.

Integrity

We say what we mean and we do what we say. We hold ourselves accountable to each other and our community. We meet or exceed professional standards and legal requirements. We honor the public's trust by providing high quality services, while using our resources prudently and efficiently.

Teamwork

We believe that teams working collaboratively produce superior results. We foster collaborative relationships and teams, encompassing both campus-wide and external

membership, to optimize the quality, acceptance, and implementation of their recommendations.

Decision-making

In the spirit of shared governance, we strive to keep the whole campus informed on emerging issues and involved in key decisions. We make sound data-based decisions that address multiple perspectives and account for short- and long-term implications.

Code of Ethical Conduct:

Los Angeles Trade Technical College is committed to compliance with the law and regulations to which it is subject and to the policies and procedures established by the college. In order to encourage ethical conduct and strengthen and promote ethical practices among college employees, members of the college community, and those who conduct business with the college, LATTC hereby adopts this Code of Ethical Conduct. This Code of Ethical Conduct is an integral part of the college policies and procedures, which also includes the College Vision Statement. LATTC believes that a shared statement of ethical values will strengthen the overall quality of the college community, promote proper conduct among college employees. It is a vital component in the pursuit of the college vision, mission, and values.

LATTC employees shall:

- Uphold the highest standards of intellectual honesty and academic, professional, and personal integrity in the conduct of instruction, research, college services, and all other functions of the college.
- Act in a way that promotes healthy working relationships based on mutual trust and support among one's fellow employees.
- Abstain from knowingly making slanderous and libelous statements against colleagues while upholding the principles of freedom of speech.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the LATTC mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Comply with laws, rules, regulations, and professional standards that prohibit discriminating against, harassing, or threatening others.
- Respect the intellectual property rights of others.
- Respect differences of opinion and approaches to issues and problems.
- Avoid improper political activities as defined in law.
- Protect human health and safety and the environment in all LATTC operations and activities.
- Refrain from using our employment to improperly advance the interests of a friend or relative and comply with nepotism policies as defined in Board Rule 10108.
- Comply with conflict of interest codes as defined in Board Rule 14000.

Explanatory Notes and References

Uphold the highest standards of intellectual honesty and academic, professional, and personal integrity in the conduct of instruction, research, college services, and all other functions of the college.

Members of the LATTC community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those LATTC community members will comply with applicable professional standards in addition to laws, rules, and regulations.

LATTC grants should be performed as outlined in the grant application and guidelines; grant funds shall be expended in a manner consistent with the grantor's guidelines and applicable laws, rules, and regulations. The submission of false or misleading documentation in connection with a grant may result in both employment action and criminal prosecution. Members of the LATTC community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for LATTC. All participants who volunteer or are paid must comply with Council on Athletics (COA) conference and association rules.

Act in a way that promotes healthy working relationships based on mutual trust and support among one's fellow employees.

Abstain from knowingly making slanderous and libelous statements against colleagues while upholding the principles of freedom of speech.

Act as good stewards of the resources and information entrusted to our care.

LATTC property is intended for use in support of the LATTC mission and legitimate public purposes. LATTC property shall not be used for personal gain or purposes that are inconsistent with applicable laws and policies. LATTC employees understand that there is no expectation of privacy once any personal material is created or placed on a government system.

Members of the LATTC community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. LATTC is the custodian of many types of information, including that which is confidential, proprietary, and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection, and disclosure of such information.

LATTC employees should maintain the integrity and accuracy of all student and employee rosters and/or records. All faculty grade records shall be retained by the faculty member for at least one-year in accordance with Board Rule 6705.20.

LATTC employees are required to maintain the integrity and accuracy of all documents

and records relative to sick leave, vacation/annual leave and all other forms of leave.

Perform assigned duties and professional responsibilities in such a manner so as to further the LATTC mission.

All members of the LATTC community are expected to conduct themselves in accordance with the highest standards of scholarship, public service, and integrity. This requirement encompasses both a responsibility to understand and to further college vision, mission, and values. Individuals in positions of greater authority bear a greater responsibility for achieving the college vision, mission, and values in an effective and efficient manner. However, all members of the LATTC community should contribute to the success of the LATTC in a manner consistent with their duties and responsibilities.

Treat fellow employees, students and the public with dignity and respect.

Members of the LATTC community are required to maintain a professional work environment. Unprofessional conduct may result in disciplinary action.

Comply with laws, rules, regulations, and professional standards that prohibit discriminating against, harassing, or threatening others.

Any form of discrimination or harassment is inconsistent with LATTC's values. Additionally, discrimination on the grounds of sex, race, religion, creed, color, ancestry, national origin, medical conditions (cancer related as defined under State law), marital status, pregnancy, age, disability, veteran status or sexual orientation in compliance with applicable federal and California non-discrimination laws (Board Rule 7200.10)

Sexual harassment of members of the LATTC community or students in LATTC is prohibited and shall subject the offender to sanctions after compliance with procedural due process requirements.

A safe and secure environment is a fundamental prerequisite for fulfilling the college's mission of teaching, research, and public service. LATTC will not tolerate any type of workplace violence committed by or against students or members of the LATTC community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action.

Respect the intellectual property rights of others.

LATTC employees associated with the production of intellectual property have the responsibility to comply with any Board of Trustees and institutional policies governing intellectual property.

Employees who use software licensed to the LATTC must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

LATTC community members must comply with copyright laws. LATTC employees or

any individual using LATTC resources shall not violate copyright laws including publications, recordings, and other electronic media.

Avoid improper political activities as defined in law.

LATTC employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of LATTC employees. Employees may not participate in a political campaign which interferes with performance of official duties.

Protect human health and safety and the environment in all LATTC operations and activities.

LATTC is strongly committed to protecting the environment and human health and safety in all of its operations. Additionally, all members of the LATTC community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible.

Refrain from using our employment to improperly advance the interests of a friend or relative.

No member of the LATTC community shall use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual is based on merit and/or written procedure.

Comply with conflict of interest codes as defined in Board Rule 14000.

The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties, i.e., making governmental decisions. Disclosure also helps inform the public about potential conflicts of interest.