

ADMINISTRATOR CODE OF ETHICS

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.21 Administrator Code of Ethics

III. Policy Statement

Grand Rapids Community College (GRCC) is committed to fostering an ethical and professional work and learning environment for all stakeholders. Administrators play a crucial role in the success and integrity of our institution, and as such, are expected to adhere to the highest standards of ethical conduct. This policy serves as a guide to promote responsible and transparent behavior, ensuring the trust and confidence of the institution's stakeholders.

IV. Reason for the Policy

The Administrator Code of Ethics is established to outline the ethical expectations and responsibilities of administrations within GRCC. This policy aims to:

1. **Ensure Trust and Integrity**
Upholding ethical standards promotes trust among the stakeholders including employees, students, community partners and other stakeholders. GRCC's success is closely tied to the trust it earns, and ethical behavior by administrations is fundamental to building and maintaining that trust.
2. **Protect Institutional Reputation**
Administrators are key representatives of the organization. Adhering to ethical principles safeguards the reputation and credibility of GRCC in the eyes of the community. A positive reputation contributes to the institution's long-term success.
3. **Legal and Regulatory Compliance**
This code of ethics aligns with legal and regulatory requirements governing professional conduct. Adhering to ethical standards ensure that administrators operate within the bounds of the law, minimizing legal risks and liabilities for GRCC.

4. **Enhance Organizational Culture**
An ethical culture contributes to a positive work environment where employees feel valued and motivated. Administrators, as leaders, set the tone for the organization's culture, influencing the behavior of employees and promoting a sense of shared values.
5. **Mitigate Risks**
Ethical lapses can result in financial, legal, and reputational risks. By establishing clear ethical guidelines, this policy helps mitigate the risk of misconduct, fostering a culture of accountability and responsibility among administrators.

V. Entities Affected by this Policy

All Employees, Students, Contractors, Vendors and members of the public

VI. Who Should Read this Policy

This policy applies to all non-faculty employees who supervise personnel and/or have fiduciary responsibilities, including but not limited to:

1. Budget Control Officers
2. Vice Presidents
3. Executive Directors, Directors, Associate Directors
4. Deans, Associate Deans
5. Associate Provost

This policy excludes those who are covered by a separate College code of ethics.

VII. Related Documents

Employment and Executive Contracts
Meet & Confer Handbook
All other GRCC policies
Ethics Monitoring System
Higher Learning Commission Criteria for Accreditation

VIII. Contacts

Policy Owner: Executive Director of Human Resources
Human Resources Generalists
Office of General Counsel
Executive Leadership

IX. Definitions

Bullying (from the GRCC Student Code of Conduct)

Bullying is a systematic intentional behavior that may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. See the Harassment Policy for complete details. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.

Administrator

All non-faculty employees who supervise personnel and/or have fiduciary responsibilities, including but not limited to: Budget Control Officers, Vice Presidents, Executive Directors, Directors, Associate Directors, Deans, Associate Deans, Associate Provost. This policy excludes those who are covered by a separate College code of ethics.

X. Procedures

A. Responsibilities

In partnership with the faculty and staff, administrators are executors for and guardians of the College's academic mission. As such, administrator responsibilities include, but are not limited to:

- 1) Making every reasonable effort to foster honest academic conduct and protect academic freedom.
- 2) Encourage the free pursuit of learning, independence of thought, and freedom of discussion and shared governance.
- 3) Communicating, demonstrating and promoting high standards of academic, ethical, and professional conduct.
- 4) Adherence to, and promotion of compliance with College policies, collective bargaining agreements/handbooks, and applicable federal, state and local laws, rules, regulations as well as any other relevant obligations.

- 5) Demonstrate good stewardship of College resources, including but not limited to:
 - a. Seeking to support, through funding, facilities, time and other resources, work that advances the College's commitment to student learning and strategic objectives.
 - b. Balancing individual requests for resources with the overall needs of the College.
 - c. Refraining from using College resources in a manner that creates personal gain or any other type of conflict of interest.
 - d. Avoiding committing, or promising to commit, College resources for work that might impair one's professional judgment or discredit the College or from using one's influence to give improper advantage to others.

B. Key Relationships

As leaders in the institution, administrators have an obligation for positive interactions and to maintain civility with all stakeholder groups.

- 1) Relationship to the College
Administrators must meet their obligations within parameters that are clear yet flexible to allow for a diversity of situations. Administrators should observe the stated regulations, general philosophy, and objectives of the College, always maintaining the right to critique and seek revision. Furthermore, when considering community or other outside activities, administrators should recognize that one's overriding responsibilities reside within the institution.
- 2) Relationship with the community
Administrators are members of their community who also share leadership positions in a public institution. Administrators should distinguish clearly between personal views, professional opinions, and those of the College. They should refrain from knowingly distorting or misrepresenting facts concerning educational or institutional matters to persons in the community or within social media. Additionally, they should strive to maintain high ethical standards when interacting with the suppliers and consultants who provide services to the College and in all other aspects of their assignment as an administrator.
- 3) Relationship to others
Administrators have an obligation to treat all members of the GRCC community with respect. Examples of conduct required pursuant to this obligation include, but is not limited to the following:
 - (a) Maintaining high professional standards
 - (b) Regularly meeting professional obligations

- (c) Not engaging in discriminatory or harassing actions or behaviors, as required by other College policies
- (d) Provide constructive feedback to departments and individuals
- (e) Refrain from infringing upon the protected expressive activities, including freedom of speech, of others
- (f) Refraining from using professional relationships for personal advantage
- (g) Ensuring that personal actions outside of the College do not reflect poorly on the institution, goals and values
- (h) Maintaining the highest level of confidentiality
- (i) Refraining from workplace bullying and helping their department(s) work collaboratively and civilly with all faculty and staff

XI. Forms

N/A

XII. Effective Date

September 7, 2011

XIII. Policy History

New - September, 2011

Revised - July, 2015

Revised - June, 2019

Revised - December, 2023

XIV. Next Review/Revision

July, 2027