

## POLICY

This code of Ethics is adopted in compliance with N.J.S.A. 18A:3B-14(e) and N.J.A.C. 9A:3 et seq. The code of ethics establishes guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of Ocean County College.

In addition to this Code of Ethics, all employees of Ocean County College shall comply with the requirements of all statutes applicable to the institution, including, but not limited to, the New Jersey Conflicts of Interest law. N.J.S.A.52:13D-12 et seq., the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., rules of the State Executive Committee on Ethical Standards, and any applicable executive orders.

All employees of Ocean County College are:

- Prohibited from having any interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties;
- Prohibited from using their official positions to secure unwarranted privileges or advantages for themselves or others;
- Prohibited from acting in their official capacities in any matter in which they have a direct or indirect personal financial interest that might reasonably be expected to impair their objectivity or independence of judgment;
- Prohibited from undertaking any employment or service, whether compensated or not, which might reasonably be expected to impair their objectivity and independence of judgement in the exercise of their official duties.
- Prohibited from accepting any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing them in the discharge of their official duties. Nevertheless, employees, during the course of their official duties, may accept meals which are offered as part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending with the institution a matter on which employees must act in the exercise of their duties, during the time that said matter is pending, employees shall not accept any meals from any such sponsor.
- Prohibited from knowingly acting in any way that might reasonably be expected to create, among the public having knowledge of their acts, an impression or suspicion that they may be engaged in conduct in violation of their trust as public employees;
- Prohibited from using or allowing to be used their public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for themselves or others with whom they are associated;
- All employees of Ocean County College shall only contract with Ocean County College and other public entities, in accordance with applicable law.

- All employees of Ocean County College shall only appear before Ocean County College and other public entities on behalf of other parties, in accordance with applicable law.
  
- All employees shall comply with the procedures for contracts between Ocean County College and employees or firms or corporations in which said employees hold an interest, for the development of scientific or technological discoveries or innovations in which Ocean County College has a property right in accordance with N.J.S.A. 52:13d-19.1 through 19.3 and Board of Trustees Policy/Procedure #2350.

Adopted: February 26, 1996  
Revised: March 27, 2006