

3357:13-16-23 Ethics Policy

(A) Policy Statement:

It is the policy of North Central State College to carry out its mission in accordance with the strictest ethical guidelines and to ensure that employees and board members conduct themselves in a manner that fosters public confidence in the integrity of North Central State College, its processes and its accomplishments.

(B) General Standards of Ethical Conduct:

Employees and board members must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code (R.C.), and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided , and receipt acknowledged, as required in R.C. 102.09(D).)

- (1) Employees and board members must conduct themselves, at all times, in a manner that avoids favoritism, bias and the appearance of impropriety.
- (2) A general summary of the restraints upon the conduct of all employees and board members includes, but is not limited to, those listed below. No employee or board member shall:
 - (a) Solicit or accept anything of value from anyone doing business with North Central State College;
 - (b) Solicit or accept employment from anyone doing business with North Central State College, unless the employee or board member completely withdraws from North Central State College activity regarding the party offering employment, and North Central State College approves the withdrawal;
 - (c) Use his or her public position to obtain benefits for the employee or board member, a family member, or anyone with whom the employee or board member has a business or employment relationship;
 - (d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, North Central State College;
 - (e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than North Central State College, unless the employee or board member first discloses the services or sales *and* withdraws from matters before North Central State College that directly affect employees and board members of the other state agency, as directed in R.C. 102.04;

- (f) Hold or benefit from a contract with, authorized by, or approved by, North Central State College (the Ethics Law does except limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under R.C. 2921.42 are met);
- (g) Vote, authorize, recommend or in any other way use his or her position to secure approval of a North Central State College contract (including employment or personal services) in which the employee or board member, a family member, or anyone with whom the official or employee has a business or employment relationships, has an interest;
- (h) Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
- (i) During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the employee or board member personally participated while serving with North Central State College;
- (j) Use or disclose confidential information protected by law, unless appropriately authorized; or
- (k) Use, or authorize the use of, his or her title, the name “North Central State College,” or “NCSC,” or North Central State College’s logo in a manner that suggests impropriety, favoritism or bias by North Central State College, employee or board member.

(3) For purposes of this policy:

- (a) “*Anything of value*” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation or employment. “*Value*” means worth greater than de minimis or nominal.
- (b) “*Anyone doing business with North Central State College*” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before North Central State College.

(C) Final Disclosure:

Every employee and board member required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any employee or board member appointed or employed after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(D) Assistance:

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Laws and related statutes. The Commission can be contacted at (614) 466-7090. The Commission's web site address is: www.ethics.state.oh.us. North Central State College counsel and counsel for the Governor's Office are available to answer questions involving this policy.

(E) Penalties:

Failure of any employee or board member to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

(F) Changes:

This policy may be changed only by majority vote of the North Central State College Board of Trustees.

Effective: February 25, 2004

Expires: February 1, 2019

Review Dates: 2/25/04, 2/1/10, 2/1/14

Approved by the Board of Trustees on February 25, 2004