

CODE OF ETHICS FOR FACULTY, STAFF, AND ADMINISTRATORS

I. Purpose

The purpose of this policy is to establish that Western Dakota Technical College (WDTC) employees will exemplify integrity and dignity, and they should expect and encourage such conduct by others.

II. General Statement of Policy

A. This policy is to acknowledge that institutions of higher education are entrusted by society with great resources and great responsibilities for creation, dissemination, and preservation of knowledge. Higher education faculty, staff, and administrators play a key role in assuring that high standards of ethical practice are applied to the custody and use of those resources. Employees are expected to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Each employee's personal and professional conduct reflects on the College, the collective profession, and higher education at large. To guide employees in setting and practicing high standards of ethical conduct, Western Dakota Technical College has adopted the following code of ethics. WDTC embraces the values expressed in this code and advocates their observance by its employees.

WDTC faculty, staff, and administrators will adopt and be faithful to professional values that:

- Convey respect to self and others;
- Preserve honesty in actions and speech;
- Provide fair and just treatment to all;
- Respect and protect privileged information to which they have access by virtue of their position;
- Aspire to achieve quality;
- Refuse conflict, or the appearance of conflict, between personal and institutional interests;
- Embrace forthright expression of one's own views and tolerance for the views of others;
- Act with competence and strive to advance competence, both in self and in others. To this end, employees should continually enhance their own professional competence, encourage professional growth and development of colleagues, and promote excellence in public service;
- Understand and support WDTC's objectives and policies, be capable of interpreting them within and beyond the College, and contribute constructively to their ongoing evaluation and reformulation;

- Communicate to colleagues the content of this code of ethics and strive to ensure that the standards of professional conduct contained therein are met;
- Adhere to all codes of ethics and behavioral expectations set by the State of South Dakota and any professional organization to which any faculty member, staff member, and administrator belongs;
- Adhere to all codes of ethics and conduct established by Western Dakota Technical College as published by the College and to professional standards of the employee's position.

In discharging their duties in accordance with this code of ethics, WDTC employees will benefit from the following rights:

- The right to work in a professional and supportive environment;
- The right to have a clear, written statement of the conditions of their employment, procedures for professional review, and a job description outlining duties and responsibilities;
- The right to exercise judgment and perform duties without disruption and harassment within the scope of their authority and policy;
- The right to freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this code or provisions of law.

B. It shall be a violation of this policy if faculty, staff, and administration do not adopt or are not faithful to the professional values set forth in this policy.

III. Definitions – None

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

A. This policy shall appear on the Western Dakota Technical College website on the policy webpage.

Legal References: None

Board Approved 05/14/2018; Committee Reviewed 2/23/2021; Committee Reviewed 5/9/2023