

# Eastern Shore Community College Policy Code of Ethics

**Effective Date:** September 2021  
**Responsible Office:** Finance and Administration

## **Purpose**

This policy provides a statement of the principles that employees of Eastern Shore Community College (ESCC) will apply in the conduct of the college's business.

## **Applicability**

This policy applies to all positions at ESCC, whether covered or not-covered under the Virginia Personnel Act, whether full-time or part-time, or paid on a salaried or on an hourly basis. This policy also includes all teaching and administrative faculty.

## **Policy**

ESCC is committed to an environment of uncompromising integrity and ethical conduct. The college's ethical standards are the foundation for the decisions and actions of its employees. As members of the faculty and staff of ESCC, employees will be guided by the principles and values delineated in the attached Code of Ethics below.

## **Responsibilities**

ESCC employees shall be familiar with the Code, understand its application to their position and conduct, and adhere to its principles. Employees shall also be familiar with other sources of information that will assist them in making informed decisions. These include laws, policies, procedures, and regulations that are relevant to their work.

## **Procedures**

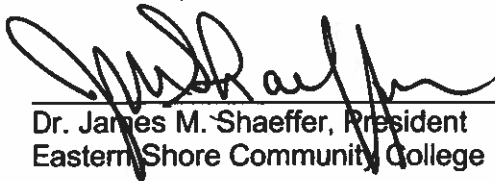
No procedures are associated with this policy.

## **Definitions**

No definitions are associated with this policy.

## **Review Periodicity and Responsibility**

The Associate Vice President for Administration shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.



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Dr. James M. Shaeffer, President  
Eastern Shore Community College

**Approved: September 15, 2021**  
**Effective: September 15, 2021**

## **CODE OF ETHICS**

Eastern Shore Community College (ESCC) is committed to an environment of uncompromising integrity and ethical conduct. The college's ethical standards and our YES! Culture of hospitality, accountability, transparency, and inclusion are the foundation for the decisions and actions of its employees. YES! is how we care for each other, solve problems, and innovate. As members of the faculty and staff of Eastern Shore Community College, employees will be guided by these principles and values:

- We are committed to learning environments that foster academic integrity.
- We are good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the Commonwealth and to the communities we serve.
- We maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We do not accept any gift, favor, loan, service, business, or professional opportunity knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We avoid even the appearance of a conflict of interest.
- We offer good faith and fair dealings to all those we serve and to each other.
- Our communications are civil and professional.
- We offer employment opportunities in accordance with state, federal, and Virginia Community College System policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation, or political affiliation.
- We encourage and expect all members of the college community to act in good faith and to bring to the attention of the appropriate official any violation or potential violation of these principles.