

# OLYMPIC COLLEGE POLICY

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**TITLE: Board of Trustees Code of Ethics**

**POLICY NUMBER: 100-11**

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## **I. Preamble**

Olympic College should set the ethical tone in both the personal conduct of its members and their organizational leadership.

Therefore, each trustee should adhere to the highest ethical standards and promote the moral development of the College and the College Community.

To achieve these goals, the Board of Trustees should support active dialogue and principled conduct among members of the Board and other College leaders, and with members of the community at large.

While no code of ethics alone can guarantee ethical behavior, the values and principles set forth in this code are intended to guide Board members in carrying out their duties. Board members will encourage trustee education to provide an arena in which trustees are able to learn their responsibilities, and are able to practice the tenets of good trusteeship.

In addition to the ethical values set forth below, the Board of Trustees recognizes that its members are legally bound to adhere to the Washington's Executive Ethics Act, Chapter 42.52 RCW, including, but not limited to, the provisions regarding conflicts of interest (RCW 42.52.020), confidentiality (RCW 42.52.050), special privileges (RCW 42.56.070), gifts and honoraria (RCW 42.52.130-.150), and use of public resources for private gain (RCW 42.52.160).

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## II. **Eleven Ethical Values to be Used in Making Decisions**

To promote individual development and the common good, trustees should strive to promote basic values of how people should conduct themselves when dealing with others in a public institution which serves the educational needs of the community. These values should represent a shared ideal which should permeate the institution and become for trustees a primary responsibility to uphold and honor.

### A. **Honesty**

Trustees are honest in their actions and words.

### B. **Integrity**

Trustees are principled, honorable and upright.

### C. **Promise-Keeping**

Trustees keep promises, fulfill commitments, and abide by the spirit, as well as the letter of an agreement.

### D. **Fidelity**

Trustees demonstrate loyalty to others and institutions by support and devotion to duty; they keep information in confidence, when necessary. Trustees safeguard the ability to make independent judgments by avoiding undue influences or conflicts of interest.

### E. **Fairness**

Trustees manifest a commitment to justice, the equal treatment of individuals, and the acceptance of diversity. They are open-minded and willing to admit error, and, when possible, willing to change their positions or beliefs.

### F. **Caring**

Trustees are concerned for the well-being of others which manifests itself in compassion, kindness and serving; it requires one to attempt to help those in need and to avoid harming others.

### G. **Respect**

Trustees demonstrate respect for human dignity, privacy and the right to self-determination of all persons.

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## **H. Citizenship**

Trustees are responsible citizens who recognize their ethical obligation. It involves lawfulness, participation, social consciousness, and public service. Trustees have the additional responsibility of encouraging participation of others and a special obligation to respect and honor democratic processes avoiding unnecessary secrecy or concealment of information, thus assuring the citizenry has all the information needed to exercise responsible citizenship.

## **I. Competence**

Trustees demonstrate the quality of their work in the public sector by being well informed and prepared to properly exercise public authority.

## **J. Accountability**

Trustees accept responsibility for decisions, for the foreseeable consequences of actions and inactions; and for setting an example for others.

## **K. Public Trust**

Trustees in the public sector have special obligations to lead by example, to safeguard and advance the integrity and reputation of the legislative process, to avoid even the appearance of impropriety, and to take whatever actions are necessary to correct or prevent inappropriate conduct of others.

<i>Recommended by</i>	<i>Dr. David Mitchell</i>
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<i>Approved by President</i>	
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