



TITLE: Code of Ethics for College Employees  
DATE ADOPTED: November 2, 2018  
EFFECTIVE DATE: November 2, 2018  
SUPERSEDES: April 26, 2011

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**PURPOSE AND APPLICATION**

This policy sets forth the code of ethics for College employees and is applicable to all employees of Rowan College at Burlington County (“the College”) regardless of funding source(s) including but not limited to Federal, State, County, College-generated (such as tuition, fees, gifts, etc.), or any other source whatsoever.

**DEFINITIONS**

When used in this policy, the following words and terms will have the following meanings, unless the context clearly indicates otherwise.

- “Board” means the Board of Trustees of Rowan College at Burlington County.
- “College matter” means any application, award, bid, claim, contract, license, proceeding, resolution, or transaction made by, to, against, or with the College, or which requires any official action by the Board, officers, or employees.
- “Employee” means any person compensated for full or part-time employment services rendered to the College.
- “Immediate family member” means the spouse, dependent natural or adopted child, dependent grandchild, parent, or sibling residing in the same household as the employee.
- “Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly or in affiliation with any person or party as defined herein.



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- “Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

**STANDARDS OF ETHICS**

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee’s duties to the College.
2. No employee shall use, or allow to be used, his public office or employment, or any information not generally available to the members of the public which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;
3. No employee shall act in her/his official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee’s objectivity or independence of judgment.
4. No employee shall undertake any employment or engage in any business, transaction, service, or professional activity, whether compensated or not, which might reasonably be expected to impair the employee’s objectivity or independence of judgment in the exercise of her/his official duties to the College.
5. No employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the employee has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the employee in the discharge of his official duties. During the course of performing their official duties, employees 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 College a matter on which the 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.

6. No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that she/he may be engaged in conduct violative of her/his trust as a public employee.
7. No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.
8. No employee shall use, or allow to be used, her/his public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages, or employment for herself/himself, her/his immediate family members, or others with whom the employee is associated.
9. No employee shall engage in any relationship with a student, employee, or other member of the College community, for whom the employee has a professional responsibility as a teacher, advisor, evaluator, or supervisor, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of her/his official duties at the College.
10. The primary work obligation of a full-time employee of the College is to the College. No full-time employee of the College shall engage in continuing outside employment unless the College first determines that the continuing outside employment does not:
  - Constitute a conflict of interest;
  - Occur at a time when the employee is expected to perform her/his assigned duties;
  - Diminish the employee's efficiency in performing her/his primary work obligation at the College.



11. Employees may contract with the College and other public entities only in accordance with applicable laws, rules, and regulations; moreover, employees must submit a written request for permission to enter into any such contract in accordance with the outside employment provisions of the Policy;
12. Employees may contract with the College, or firms or corporations in which said employees hold an interest, for the development of scientific or technological discoveries or innovations in which the College has a property right in accordance with N.J.S.A. 52:13D-19.1 through 19.3 only in accordance with applicable laws, rules, and regulations; moreover, employees must submit written requests for permission to enter into any such contract in accordance with the outside employment provisions of this Policy.
13. In addition to the foregoing, no employee shall engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by any specific agency of State Government without first filing notice of such activity with the Executive Director of Finance and Human Resources.

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President

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Date:

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Chairman

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Date: