



PROCEDURE

Policy Name:	Standards for Ethical Conduct
Policy Number:	4125
Applicable Code/Law:	RCW 42.52

All trustees and employees of the College will be responsible for declaring any honoraria or identifying potential conflicts of interest for review before engaging in any activity that may pose an ethical conflict. The College President or designee will be charged with reviewing any requests for honoraria and for the review of business or personal relationships that may pose an ethical conflict in the completion of duties for recommendation to the President.

Shoreline Community College employees offered an honorarium for an activity or service which is clearly linked to the employee's work at the College must submit the request in writing to the College Ethics Officer for review and approval. If the date(s) and time(s) fall inside the employee's regular work schedule, the employee must also discuss the potential schedule conflicts with their unit administrator prior to making the request.

Approval by the Ethics Officer is required only for those honoraria which are clearly connected with the employee's work at the College. No approval is required for unrelated outside employment.

All employees will receive a copy of the Shoreline Community College Ethics Policy 4125. New employees will receive a copy during their employee orientation. All supervisors are responsible for reviewing the Ethics Policy with their office and departmental employees annually.