# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

Policy 110: Code of Ethical Conduct

It is the policy of the Board of Trustees that all Trustees shall adhere to the requirements contained in the State Ethics Act and abide by all applicable state statutes and administrative regulations with respect to conflicts of interest.

It is also the policy of the Board of Trustees that employees will perform their duties in compliance with applicable laws and in the best interest of the College, its students, the businesses it serves, and the public. The successful operation and reputation of the College is based upon the principles of fair dealing and the ethical conduct of all employees. Toward this end, employees are expected to perform their duties honestly and impartially, making every effort to prevent conflict of interest, the appearance of conflict of interest, nepotism, and/or impropriety.

This policy applies to all members of the Board of Trustees, members of any Board-appointed Committees, and all employees.

Definitions**:**

Conflict of interest, Board of Trustees: Any possible financial or other personal consideration that has the potential to or appearance of compromising the Trustee’s objectivity in meeting his/her official duties and responsibilities.

Conflict of interest, Employees: The use of an employee’s position to influence College decisions or activities in ways that could 1) lead to personal gain or unfair advantage for the employee and/or the employee’s close relative or associate, or 2) give an improper advantage to third parties in their dealings with the College.

Close relative: Spouse, child, sibling, parent, grandparent, grandchild, uncle, aunt, niece, nephew, close “step” and “in-law” relatives, domestic partner, legal guardian, ward, or other relative who lives in the same household and/or with whom there is a similar close relationship.

Nepotism: A practice where an individual with power or influence shows favoritism on the basis of a close family relationship or friendship.

Impropriety: An act of irregularity, illegality, misconduct, or serious indiscretion.

## References

Approved by ELT on May 12, 2015

Approved by the Board of Trustees on June 1, 2015.