

E-5 POLICY Code of Ethics

At Southeast Community College we aspire to:

- **Be Accountable and Show Respect for Others**
Be accountable. Accept responsibility for decisions, for the foreseeable consequences of action and inaction, and for setting an example for others. Remember the special obligation to lead by example, to safeguard and advance the integrity and reputation of the College as a whole. Demonstrate respect for human dignity, privacy, and the right to self-determination for all people by being courteous, prompt and decent.
- **Be Honest and Demonstrate Integrity**
Be truthful, sincere, and straightforward, as well as honorable, upright, and courageous. Act with conviction.
- **Pursue Excellence in Fulfilling Responsibilities and Job Duties**
Pursue excellence in all matters. In meeting personal and professional responsibilities, be diligent, reliable, industrious, and committed. Perform all tasks to the best of our ability, and develop and maintain a high degree of competence. Be well-informed and well-prepared.
- **Be Kind and Compassionate**
Be dedicated to the ideas and principles that demonstrate the spirit of kindness and compassion. Give and share services with others while being trustworthy and fair in fulfilling commitments.
- **Adhere to the Principles of Diversity**
Adhere to the principles of nondiscrimination and equality without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability or other factors prohibited by law or College policy. Be true to the equal treatment of individuals, including the tolerance for others and acceptance of diversity.

Fulfillment of these ethical practices reflects on the promises we have made to ourselves, to our community and to Southeast Community College. Respectful of these promises, we are guided by this motto: "Make each decision as if it were the one decision for which you would be remembered." - Walter Burke, Texas Instruments

Adopted Date: 03/17/2009