

## San Bernardino Valley College Management Ethics Statement

**As community college administrators, we hold ourselves to high standards of ethical behavior.** In doing so, we commit ourselves to upholding the values of trustworthiness, respect, responsibility, fairness, concern, and citizenship, as articulated in the standards below:

### **Trustworthiness:**

1. We communicate with candor, forthrightness and frankness.
2. We follow college and district procedures and policies.
3. We clarify commitments so that all involved have the same understanding of what has been promised.
4. Through our actions and choices, we demonstrate our loyalty to the college, to the students, and to the public we serve.
5. We maintain confidentiality as required by our positions.

### **Respect:**

1. We treat others with courtesy and respect, and expect to be treated in kind by others.
2. We accept individual differences and beliefs, and work to understand the perspectives and values of others.
3. We respect, embrace, and celebrate the diversity of our community.

### **Responsibility:**

1. We finish what we start.
2. We continuously look for ways to do things better.
3. We strive to be reliable, careful, prepared and informed.
4. We neither shift blame for errors nor claim credit for the work of others.
5. We are proactive, recognizing that unethical practices require action.

### **Fairness:**

1. We employ open and impartial processes for gathering and evaluating the information necessary to make decisions.
2. We involve others in the decisions that affect them.
3. We make decisions that do not reflect conflicting personal interests.
4. We voluntarily correct mistakes that are under our scope of control.

### **Concern:**

1. We demonstrate through our behavior that we are genuinely concerned about the success and welfare of others.
2. We show compassion when dealing with the needs of others.
3. We give to others out of a spirit of altruism.

### **Citizenship:**

1. We volunteer to do more than is required of us by our positions in order to make the college a better place for present and future student populations.
2. We are active on campus and in the community.
3. We lead by example.

**In carrying out our commitment to ethical behavior, we see ourselves as having the following responsibilities with respect to students, our colleagues, the governing board, our profession, and the community we serve.**

**With respect to students, we acknowledge our responsibility:**

- To assure that students are respected as individuals, as learners, and as independent decision-makers.
- To encourage students to participate in the established shared governance process.
- To maintain our student-centered focus.

**With respect to colleagues and staff, we acknowledge our responsibility:**

- To develop a climate of trust and mutual support.
- To encourage and maintain open communication.
- To follow established policies and procedures.
- To provide due process.

**With respect to the governing board, we acknowledge our responsibility:**

- To remain informed of the characteristics, preferences and educational needs of the local community.
- To be sensitive to the diversity of our community.
- To seek feedback and open communication with community groups.

(Based on the [ACCA Statement of Ethics](#) and on the Josephson Institute of Ethics' [Six Pillars of Character](#))

Reviewed by the SBVC Palm/ Manager Roundtable, September 2012