



Built upon the trust bestowed upon the community college system by the State of Florida, the Employee Code of Ethics for Lake-Sumter State College embodies the principles of integrity, responsibility, and respect that guide our institution's commitment to ethical conduct. Recognizing the pivotal role entrusted to us by the state, we uphold the highest standards of professionalism, fostering an environment where integrity flourishes, and where every member of our community feels valued and respected.

Employees are expected to comply with the applicable laws and regulations expected of all citizens of the State of Florida and the United States of America. Specifically, employees of Lake-Sumter State College and regulations defined in Florida Statutes, including the Principles of Professional Conduct for the Education Profession in Florida, State Board of Education Rules, and meet the ethical standards set forth College Policies & Procedures.

1. Employees shall condemn comments that unjustly damage colleagues.
2. Employees shall delegate assigned tasks to qualified persons only.
3. Employees shall refrain from misinterpreting or misrepresenting the statements of other employees.
4. Employees shall conscientiously fulfill all contractual obligations for the period of time agreed and give the College appropriate notice per policy when resigning.
5. Employees shall make conscientious use of the College funds and equipment entrusted to their responsibilities and assignments.
6. Employees shall make every effort to avoid professional and personal actions that may diminish the College's image.
7. Employees shall abide by College policies and procedures and notify appropriate authorities of conflicts that may jeopardize institutional effectiveness.
8. Without specific permission of the College, employees shall avoid use of College resources, equipment, and labor for personal or financial gain.
9. Employees shall provide, whenever possible, support to College-wide activities.
10. In making public statements, employees shall clearly indicate whether they are speaking as representatives of the College or as individuals.
11. Employees shall accept only novelties and treats of nominal value from vendors. Preferably, these items should be shared within the work group or department.
12. Employees are prohibited from purchasing, renting, or leasing goods or services from employees' immediately family-owned businesses.
13. Employees whose professions have defined codes of ethics will abide by such professional ethics codes.
14. Employees shall refrain from claiming or implying professional qualifications that exceed those acquired.

**B. Serving our Community Ethically**

1. Employees shall deal conscientiously with professional assignments. Employees shall respect the rights of others.
  - a. For teaching faculty, this ethic entails careful planning of courses and class presentations, meeting scheduled classes, informing students of course

4. Faculty and advisors have the responsibility to refrain from exploiting for private advantage individual students or student groups/clubs.
5. A faculty member has the responsibility to acknowledge student or colleague contributions in their research.
6. Advisors and those faculty providing academic advisement should provide effective and appropriate academic advisement, recognizing that the advisement is an integral feature of higher education and must be conducted in an informed and objective manner that best meets the student's needs.
7. A faculty member shall not infringe upon the students' obligations to other faculty members in such matters as class attendance or student conferences. Requests for students to miss classes shall be made in advance, and students should be made aware that they are accountable for the content in classes missed. Granting of requests for approved absences rests with the instructor affected. Faculty shall adhere to the printed and approved class times.

D. Additional Guidelines for Faculty

1. Faculty has responsibility to be current in their area of competence and maintain their teaching and technical effectiveness.
2. Faculty has the responsibility to assist colleagues in the following:
  - a. Curriculum studies and development at both the department and College levels
  - b. Departments and College faculty meetings
  - c. Committee assignments
  - d. Library collection development
3. Faculty shall take an active role in protecting and enhancing the academic and professionalism of the faculty by making appropriate recommendations regarding hiring, reappointment or continuing contract appointments, and dismissal of colleagues.
4. Faculty shall respect and defend the free inquiry of students and associates.
5. Faculty shall refrain from placing students in compromising situations by soliciting from them information concerning other professionals.

E. Additional Guidelines for Administrators and Supervisors

1. Administrators and supervisors shall refrain from using their position power inappropriately by placing employees in compromising situations.

5. Administrators and supervisors shall demonstrate responsible use and protection of LSSC resources and refrain from using their position power for personal gain.

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Employee's Signature

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Date

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Employee's Name (printed)