



# Frederick Community College Policy

Section 3.00 Personnel Policies	Policy Number	3.16
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Professional Ethics	Procedure Number	3.12d
	Board Approved	Prior to 1986
	Re-approved	4/20/05
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- A. All FCC employees are expected to observe the highest standards of ethical conduct and to avoid even the impression of impropriety or conflict of interest. Our actions reflect not only on the individual employee but also on the entire college community.
  
- B. **Acceptance of Gratuities**  
 The solicitation and/or acceptance by Frederick Community College employees of gratuities from an individual or firm doing business with or proposing to do business with Frederick Community College, is prohibited. For purposes of this policy "gratuities" are defined as all gifts of money, food, beverages, personal or real property or use of same except as hereinafter itemized:
  - 1. Advertising handouts such as pens, pencils, calendars, rulers or other office supplies, key chains, matches, or lighters, ornaments, etc. of intrinsic value that are given out to the public for advertising purposes.
  - 2. Food and/or beverages served as part of a meeting, convention, conference, or exhibition for the comfort and convenience of participants.
  - 3. Food and/or beverages given to the College to be shared among its staff on festive occasions whether for advertising or good will.
  - 4. Discounts on merchandise offered uniformly to classes of employees of the College.
  - 5. Textbooks and related instructional materials given to professional staff by publishing firms for review and use in the instructional process, regardless of value.
  
- C. **Financial Aid Code of Conduct**  
 The College Loan Code of Conduct was developed by the Maryland Office of the Attorney General. It is a set of principals designed to avoid conflicts of interest between college financial aid processes and the students for whom aid is being sought. It is not all encompassing and is in no way designed to alter, modify or supersede any other FCC policy. Further, the Code is not intended to dilute or negate other sections of this policy. The following is the College Loan Code of Conduct:
  - 1. **Revenue Sharing Restrictions**  
 Colleges (or employees) may not receive anything of value from any lending institution in exchange for any advantage sought by the lending institution. Lenders cannot pay to get on FCC's preferred lender list.

2. Gift and Trip Restrictions  
FCC employees may not take anything, including but not limited to trips of more than nominal value from any lending institution, when such things are offered in connection with the employee's financial aid work.
  3. Advisory Board Compensation Rules  
FCC employees with responsibility for financial aid work may not receive anything of value for serving on the advisory board of any lending institution.
  4. Preferred Lender Guidelines  
FCC preferred lender lists must be based solely on the best interests of the students who may use the list without regard to financial interests of the college.
  5. Preferred Lender Guidelines  
On all preferred lender lists FCC will clearly and fully disclose the criteria and process used to select preferred lenders. Students must also be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list.
  6. Loan Resale Disclosure  
FCC will not permit a lender to appear on a preferred lender list unless the lender agrees to disclose to the student at the time of the loan any pre-existing agreement to sell the loan to another lender.
  7. Call-Center Restrictions  
FCC will not permit employees or lenders to identify themselves to students as employees of the college. No employee or agent of a lender may be employed by a financial aid office.
- D. All "free goods" or merchandise premiums awarded for the purchase of specific supplies or equipment by the College become the property of the College and are to be used in the College, sold through its bookstore with proceeds going to the store or sold for fair market value with proceeds credited to the account from which the original purchase resulting in the gift was made.
- E. Conflicts of Interest
1. Employees must be especially sensitive to conflicts of interest, and to the appearance of such conflicts between their roles in the institution and their private activities and interests. Whenever a potential or apparent conflict of interest exists, the individual should consult with his or her supervisor or the AVP for HR and should excuse him or herself from involvement in the conflicting activity.
  2. FCC employees may not have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, which is in conflict with the proper discharge of the employee's duties.