

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
2	5P	ETHICAL CONDUCT	Adopted 1997	Campus Forum 2019	Reviewed 2019
			Revised 2016		Next review 2022

Per RCW 42.52.365, the college has appointed an ethics advisor.

The College will make ethics training available to all employees via in-house and state sponsored mediums. These trainings shall be a part of new employee orientation and regular mandatory training at least every 36 months.

State resources include but are not limited to facilities, employee time, computers, equipment, and consumable resources.

Staff with questions regarding the ethics policy should contact the ethics advisor.

When the President or his/her designee authorizes the occasional and limited use of agency staff time and resources (as described in Chapter 2 Section 5, Policy, Allowed, a-g), the following additional guidelines apply:

- a. employees must garner supervisor approval for participation,
- b. no single employee will spend in excess of 20 hours per fiscal year on such projects,
- c. whenever possible and feasible, these activities should be conducted outside of office hours or at lunch or break times,
- d. and participation should be reasonable, involve little or no cost, and should not disrupt the conduct of official business.

Gifts/Section 4 Employees

“Section 4” – In order to make any gift analysis uncomplicated, CPTC has designated all employees as Section 4 employees. In the statute, “Section 4” employees are those who participate in regulation or in the acquisition of goods and services.

Items not considered gifts which employees are allowed to accept:

- a. M Unsolicited advertising and promotional items of nominal value;
- b. M Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item (without any significant cash or resale value);
- c. Unsolicited items received for the purpose of evaluation, if of no beneficial interest;
- d. M Publications related to official duties;

- e. Food and beverages at hosted receptions related to official duties;
- f. Admission to and food and beverages consumed at a charitable or civic event;
- g. Items from family and friends if clear purpose was not to influence;
- h. Customary items related to outside business (not connected to state duties);
- i. Items exchanged at social events between co-workers;
- j. Campaign contributions;
- k. Discounts available to the individual as a member of a broad based group;

Specific Prohibitions:

- a. All food gifts, even token gifts such a cookie, except for food accepted during hosted receptions;
- b. Flowers, plants and floral arrangements;
- c. Expenses (travel, room, and meals) for a speech and/or seminar;
- d. All other gifts, regardless of value that are not specifically allowed by state law.

Exceptions:

A prohibited gift may be accepted if it is donated to charity or given out to the public within 30 days.

APPROVAL:

By: _____

Larry Clark

Date: _____

7-16-19