

## **Procedure III.3003.A.a, Ethical Conduct: Employees**

### **Associated Policy**

Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees

### **Procedures**

The College expects its employees to act ethically and with the sole purpose of advancing the best interest of the College and its constituents. All persons who represent the College have the responsibility to do so with a high standard of personal and business ethics that protects the integrity of the College at all times. To ensure that this goal is understood and achieved, the following procedure serves as the standard applicable to all individuals when performing their duties as representatives of the College.

### **Standards for Ethical Conduct**

College employees will:

- Perform their duties to the best of their ability in good faith while supporting the objectives and policies of the College.
- Be truthful when called upon by leaders to provide information regarding their work activities and disclose all information that a reasonable employee would view as relevant to a leader's inquiry.
- Protect the confidentiality of all information to which they have access.
- Disclose waste, fraud, abuse, and corruption in accordance with College policy.
- Act impartially and not give preferential treatment or special privileges to any student, colleague, vendor, individual, or organization.
- Protect and preserve public property and equipment and not use it for any unauthorized purpose.
- Abstain from intentionally or knowingly misusing anything of value belonging to the College for the purpose of obtaining a benefit or for the purpose of harming or defrauding another.
- Abstain from making unauthorized commitments or promises binding or construed to be binding to the College.
- Abstain from unauthorized use of College funds or property for the purpose of influencing an election.

- Avoid conflicts of interests. See Procedure III.3003.A.b, Conflicts of Interest: Employees for further information.

### **Mandatory Disclosure of Arrests, Indictments, Convictions, and Other Adjudications**

San Jacinto College requires all employees to inform Human Resources if they are the subject of any legal trial, investigation, or court proceeding concerning a reportable offense (as set forth below) while employed at the College. Employees are also required to notify Human Resources if they are or become the subject of a civil proceeding related to claims of fraud, deceit, or other acts of moral turpitude.

An employee must notify their immediate leader and Human Resources Employee Relations within 48 hours of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. Misdemeanor traffic offenses punishable only by a fine are excluded. This disclosure assists the College with assessing potential risks to the institution's operations and ensures that all legal obligations are met.

Failure to make the report required by this section may result in disciplinary action, up to and including termination.

Moral turpitude includes but is not limited to:

- Dishonesty, fraud, deceit, theft, or misrepresentation.
- Deliberate violence.
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire.
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code.
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.
- Acts constituting abuse under the Texas Family Code §261.001.

### **Required Information for Disclosure**

The employee must provide the following information to Human Resources:

- Nature of the legal issue (criminal, civil, administrative).
- A brief description of the circumstances, charges, or legal proceedings.
- The name of the court or jurisdiction handling the matter, if applicable.
- Impact of the legal issue on the employee's ability to perform their duties, work schedule, or any anticipated disruptions to College operations.

## Review and Response

Upon receipt of the disclosure, Human Resources, in collaboration with College leadership, will assess the situation and determine appropriate actions.

## Confidential Information

Although the College is a public institution and is subject to the Texas Public Information Act, the College maintains data and documents that are confidential by law. Employees with access to confidential information will not disclose such information to unauthorized persons and will not use the information for the employee's personal benefit.

See **Policy VI.6000.B, Confidentiality of Student Records and Procedure VI.6000.B.a, Confidentiality of Student Records** for further information on confidential information.

## Prohibition on Gifts from Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits the acceptance of gifts, donations, or funding, regardless of value, from individuals, organizations, or governments identified as foreign adversaries by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions. Any employee who receives an offer of a gift or travel reimbursement from an individual or entity based in an impacted country must notify the Internal Audit Department.

## Prohibition in Foreign Recruitment Programs by Foreign Adversaries:

In accordance with Texas Executive Order GA-48, San Jacinto College prohibits employees from taking part in any foreign recruitment program by a foreign adversary nation. Foreign adversaries are designated by the U.S. Secretary of Commerce pursuant to [15 C.F.R. Section 791.4](#). The list of designated foreign adversaries is subject to change and may be updated at the discretion of the Secretary. All college employees are responsible for ensuring compliance with the most current list of foreign adversaries or contacting the Internal Audit Department with any questions.

## Violations

A College employee who violates this procedure may be subject to disciplinary action, up to and including termination of employment, in accordance with applicable College policies and procedures. See **Procedure 4-24 Employee Performance Counseling and Corrective Action**.

## Definitions

**Ethical conduct:** Honesty, transparency, personal accountability, and an appreciation that employees are stewards of the public trust.

**Employee:** A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

**Foreign adversaries:** Any foreign government, entity, or individual that is deemed by the U.S. government to pose a significant threat to the national security, economic interests, or safety of U.S. persons.

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| Date of SLT Approval                                    | March 24, 2026  |
| Effective Date  | May 5, 2026   |
| Associated Policy                                       | Policy III.3003.A, Ethical Conduct and Conflicts of Interest: Employees |
| Primary Owner of Policy Associated with the Procedure   | Vice Chancellor, Fiscal Affairs   |
| Secondary Owner of Policy Associated with the Procedure | Executive Director, Internal Audit                                      |