



**POLICY TITLE**

*Ethics Provisions*

**POLICY NUMBER**

*2-0210*

<b>Responsible Office:</b> <i>Office of Human Resources</i>	<b>Effective Date:</b> <i>8/29/2024</i>
<b>Responsible Official:</b> <i>Chief Human Resource Officer</i>	<b>Last Reviewed Date:</b> <i>8/28/2024</i>
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> <i>01/20/2015</i>

**I. POLICY STATEMENT**

Baton Rouge Community College (BRCC) employees and staff are required to comply with the requirements of The Code of Governmental Ethics found in Louisiana Revised Statutes 42:1101 through 1123 of 1950, as amended.

Furthermore, BRCC employees and staff are required to conduct themselves in a manner that is in the best interest of the Louisiana Community and Technical College System (LCTCS) and BRCC as prescribed by the LCTCS Board of Supervisors in LCTCS Policy #6.025 “Code of Conduct” and LCTCS Policy #6.009 “Nepotism”.

**II. POLICY RATIONALE AND SCOPE**

This policy is to ensure compliance with the Code of Governmental Ethics for all state employees as prescribed in Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended, and adherence to the manner of conduct set forth by the LCTCS Board of Supervisors.

**III. POLICY AUDIENCE**

This policy applies to all full-time and part-time BRCC faculty, as well as classified and unclassified staff.

**IV. POLICY COMPLIANCE**

The engagement in one or more prohibited conduct or activity in violation of this policy by any BRCC employee may result in disciplinary action, up to and including termination. Further, employees failing to abide by this policy may be subject legal action and/or review by the Louisiana Board of Ethics.

## V. POLICY IMPLEMENTATION PROCEDURES

All staff and faculty members of the BRCC must comply with the requirements of the above-referenced Code of Governmental Ethics. In addition to the Code of Governmental Ethics, all BRCC employees shall conduct themselves in a manner that is in the best interest of the College and the BRCC as follows:

- BRCC employees shall adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college and system policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.
- Employees shall not conduct private business using system/college staff, equipment, systems, information processing resources (to include, but not limited to, hardware, software, communications networks, physical facilities, personal computers and printers, e-mail and voice mail), supplies or facilities; nor transport or use system/college equipment, systems, supplies or facilities for personal purposes.
- Employees may not conduct private business with the college or system.
- Employees may not earn additional compensation for work and/or projects for the college or system, which require the same skills or consist of the same responsibilities inherent in their position with the college or system, unless a separate contract or grant covers this work and the requirements of the BRCC Outside Employment Policy have been met.
- Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college or system.
- Employees of the LCTCS and BRCC with positions that allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such process by not participating in any discussion or voting on any recommendation related thereto.
- Employees of the BRCC shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items that result in financial benefit to the employee.
- Employees of the BRCC are required to maintain a courteous, professional, objective attitude and appearance in the conduct of his/her job responsibility. No employee's conduct shall impede or disrupt other employees from carrying out their duties.
- Any BRCC employee convicted of a felonious act shall immediately inform the BRCC chancellor and/or system office president.

No interpretation of this policy shall at any time conflict with the Code of Governmental Ethics or any other related statute. Should there ever be a conflict between this policy and the Code of Governmental Ethics, the Code of Governmental Ethics shall prevail. Should there ever be a conflict between this policy and LCTCS Policy #6.025 "Code of Conduct" or LCTCS Policy #6.009 "Nepotism", the LCTCS Policy shall prevail.

**VI. POLICY RELATED INFORMATION**

LCTCS Policy #6.025 Code of Conduct  
LCTCS Policy #6.009 Nepotism

**VII. POLICY EXCEPTION**

There are no exceptions to this policy.

**VIII. POLICY HISTORY AND REVIEW CYCLE**

This Policy will be reviewed every (3) three years.

**IX. POLICY URL**

This policy may be accessed on the BRCC website at [www.mybrcc.edu](http://www.mybrcc.edu).

**X. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



---

Willie E. Smith, Sr., Ed.D.  
Chancellor

08/29/2024

---

Date  
Effective Date of Policy