

**Coast Community College District**  
**Administrative**  
**Procedure**  
Chapter 3  
General Institution

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## **AP 3050 Code of Professional Ethics for All District Employees**

### **References:**

ACCJC Accreditation Standard III.A.13

Any District employee who becomes aware, or reasonably suspects, that a District employee has violated, or is violating, a provision of BP 3050, the District's *Code of Professional Ethics*, is encouraged to make a Report to the immediate supervisor of the reporting employee or to the immediate supervisor of the reported employee.

The supervisor shall forward the Report to the College Director of Human Resources or to the Vice Chancellor, Human Resources, or the Report may be made directly to the College Director of Human Resources or the Vice Chancellor, Human Resources.

The Report shall consist of the details of the alleged violation, including dates and names of known witnesses, and the identification of the provision of BP 3050 that is alleged to have been violated.

If the Report concerns the Vice Chancellor, Human Resources, the Report shall be submitted to the Chancellor. If the Report concerns the Chancellor, the Report shall be submitted to the President of the Board of Trustees.

All Reports shall be reviewed and investigated, and appropriate remedial action shall be taken as appropriate, in compliance with law, collective bargaining agreements, and District policy.

It is encouraged that Reports be made in a timely manner.

Ratified March 15, 2017