



## Ohio Administrative Code

### Rule 3357:12-2-06 Ethics policy guidelines from Ohio ethics laws.

Effective: March 18, 2015

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#### (A) Policy statement

It is the policy of the board to carry out its mission in accordance with the strictest ethical guidelines and to ensure that board members and employees conduct themselves in a manner that fosters public confidence in the integrity of the board, its processes, and its accomplishments.

#### (B) General standards of ethical conduct

(1) Board officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Revised Code, and as interpreted by the Ohio ethics commission and Ohio courts. A copy of these laws is provided by the board, and receipt acknowledged, as required in division (D) of section 102.09 of the Revised Code. Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

(2) A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

(a) Solicit or accept anything of value from anyone doing business with the board;

(b) Solicit or accept employment from anyone doing business with the board, unless the official or employee completely withdraws from board activity regarding the party offering employment, and the board approves the withdrawal;

(c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

(d) Be paid or accept any form of compensation for personal services rendered on a matter before, or



sells goods or services to, the board;

(e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell, except by competitive bid goods or services to, any state agency other than the board, unless the member or employee first discloses the services or sales and withdraws from matters before the board that directly affect officials and employees of the other state agency, as directed in section 102.04 of the Revised Code;

(f) Hold or benefit from a contract with, authorized by, or approved by, the board, the ethics law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under section 2921.42 of the Revised Code are met);

(g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a board contract including employment or personal services in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

(h) Solicit or accept honoraria as referenced in division (H) of sections 102.01 and 102.03 of the Revised Code;

(i) During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the board;

(j) Use or disclose confidential information protected by law, unless appropriately authorized; or

(k) Use, or authorize the use of, his or her title, the name Muskingum Area Technical College Board, Zane State College Board, MATC Board, or ZSC Board, or the boards logo in a manner that suggests impropriety, favoritism, or bias by the board or the official or employee.

(3) For purposes of this policy:

(a) Anything of value includes anything of monetary value, including, but not limited to, money,



gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. Value means worth greater than de minimis or nominal.

(b) Anyone doing business with the board includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the board.

#### (4) Financial disclosure

Every board member or employee required to file a financial disclosure statement must file a complete and accurate statement with the ethics commission by April fifteenth of each year. Any member or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

#### (5) Assistance

The ethics commission is available to provide advice and assistance regarding the application of the ethics law and related statutes. The commission can be contacted at 614-466-7090. The commissions web site address is: [www.ethics.ohio.gov](http://www.ethics.ohio.gov). board counsel and counsel for the governors office are available to answer questions involving this policy.

#### (6) Penalties

Failure of any board official or employee to abide by this ethics policy, or to comply with the ethics law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

#### (7) Changes

This policy may be changed only by a majority vote of the board.