



Ohio Administrative Code

Rule 3358:17-11-17 Responsibilities, duties, code of ethics.

Effective: [March 22, 2015](#)

(A) Policy statement.

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

(B) General standards of ethical conduct.

(1) The board of trustees and all college employees, in order to protect the public, will at all times, abide by Chapter 102. of the Revised Code, public officers - ethics, and Chapter 2921. of the Revised Code, offenses against justice and public administration, as interpreted by the Ohio ethics commission and Ohio courts. Further, the board and all college employees must conduct themselves, at all times, in a manner not inconsistent with these Revised Code statutes along with avoiding any favoritism, bias and the appearance of impropriety.

(2) A non - exclusive list of restraints upon the conduct of the board and all college employees is as follows. No member of the board or any college employee shall:

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

(b) Solicit or accept employment from any individual/entity doing business with the college unless the board member or employee completely withdraws from any/all college activity directly or indirectly related to the individual/entity offering employment and the college approves of the withdrawal;

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



- (d) Be paid or accept any form of compensation, in addition to the board member or employee's wages paid by the college, for personal services rendered on a matter before the college (section 102.04 of the Revised Code);
 - (e) Be paid or accept any form of personal compensation, other than the board member or employee's wages paid by the college for goods sold or services provided to the college;
 - (f) Excepting those individuals exempted under section 102.04 of the Revised Code (employees other than an officer who is required to file a financial disclosure), receive or agree to receive directly or indirectly compensation other than from the college for any service rendered or to be rendered;
 - (g) Personally hold or benefit from a contract with, authorized by, or approved by, the college;
 - (h) Vote, authorize, recommend, or in any manner use his or her position to secure approval of a the college contract (including employment or personal services) in which the board member employee, a family member thereof, or anyone with whom the member, official or employee has a business and/or employment relationship, has an interest;
 - (i) Solicit or accept honoraria as defined in division (H) of section 102.01 of the Revised Code, and division (H) of section 102.03 of the Revised Code;
 - (j) 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 board member employee participated in or with, while serving with the college;
 - (k) Use or disclose confidential information protected by law, unless statutorily authorized;
 - (l) Use, or authorize the use of, his or her title, the name of the college or the logo of the college in a manner that suggests impropriety, favoritism or bias by the college, the board member 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 college 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 an interest before the college.

(4) Financial disclosure.

Every board member, official 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 fifteenth and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(5) Assistance.

(a) The Ohio 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 commission's web site address is: www.ethics.ohio.gov.

Educational public information regarding the Ohio ethics commission can be found at http://www.ethics.ohio.gov/educationandpublicinfo_publications.html

(6) Penalties.

Failure of any board member or employee to abide by the 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) Fraud reporting.



The Ohio auditor of state's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the auditor of state's website, or through the United States mail.

Auditor of state's fraud contact information:

Telephone: 1-866-372-8364.

US mail: Ohio auditor of state's office, special investigations unit, 88 east Broad st, P.O. box 1140, Columbus, Ohio 43215.

Web: www.ohioauditor.gov.