

**Applies to:** Faculty, staff, student employees

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

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

### Purpose of the Policy

To ensure that employees comply with Ohio Revised Code Chapters 102 and 2921 and conduct themselves in a manner that fosters public confidence in the integrity of the college, its processes, and its accomplishments.

### Definitions

Term	Definition
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 interests before the college.
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	Worth greater than <i>de minimis</i> or nominal.

### Policy Details

- I. General standards of ethical conduct
  - A. Central Ohio Technical College 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 Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts.
  - B. The college provides each new employee with information about this legislation, and obtain written acknowledgement of receipt, as required in R.C. 102.09(D). The most current version of the Ohio Ethics Law and related statutes are available online at <http://www.ethics.ohio.gov/education>. Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.
  - C. A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No employee shall:
    1. Solicit or accept **anything of value** from **anyone doing business with the college**;
    2. Solicit or accept employment from anyone doing business with the college, unless the official or employee completely withdraws from college activity regarding the party offering employment, and the college approves the withdrawal;
    3. 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;
    4. Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the college, unless the official or employee qualifies for the exception, and files the statement, described in R.C. 102.04(D);

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5. Hold or benefit from a contract with, authorized by, or approved by, the college, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
6. Vote, authorize, recommend, or in any other way use his or her position to secure approval of a college 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;
7. Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
8. 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 college;
9. Use or disclose confidential information protected by law, unless appropriately authorized; or
10. Use, or authorize the use of, his or her title, the name “Central Ohio Technical College” or “COTC” or the Central Ohio Technical College’s logo in a manner that suggests impropriety, favoritism, or bias by the college or the official or employee.

### II. Penalties

Failure of any college 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.

## PROCEDURE

### Responsibilities

Position or Office	Responsibilities
Employee	Every college official or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. An official or employee elected, appointed, or employed to a filing position after February 15 must file a statement within ninety days of appointment or employment.
Office of Human Resources	Providing ethics education and information is an inherent part of good ethics governance.

### Resources

- Ohio Ethics Commission:
  - 614-466-7090;
  - [www.ethics.ohio.gov](http://www.ethics.ohio.gov);
  - [Ohio Ethics Law and Overview](#);
- Ohio Revised Code:
  - [Chapter 102](#);
  - [Chapter 2921](#).

### Contacts

Subject	Office	Telephone	E-mail/URL
Office of Human Resources	1179 University Dr Founders Hall Ste 1014	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>

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### History

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