



Ohio Administrative Code Rule 3358:3-1-07 Ethics Policy Statement.

Effective: March 16, 2015

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

(A) General standards of ethical conduct

(1) Southern state community college board of trustee members 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 Southern state community college board of trustees, 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 Southern state community college board of trustees;

(b) Solicit or accept employment from anyone doing business with the Southern state community college board of trustees, unless the member or employee completely withdraws from Southern state community college board of trustees activity regarding the party offering employment, and the Southern state community college board of trustees 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 sell goods or services to, the Southern state community college board of trustees;

(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 Southern state community college board of trustees, unless the member or employee first discloses the services or sales and withdraws from matters before the Southern state community college board of trustees 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 Southern state community college board of trustees (the ethics law does except 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 Southern state community college board of trustees 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 (see 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 Southern state community college board of trustees;

(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 "Southern state community college board of trustees," or "SSCC," or the Southern state community college board of trustees' logo in a manner that suggests impropriety, favoritism, or bias by the Southern state community college board of



trustees, 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 Southern state community college board of trustees" 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 Southern state community college board of trustees.

(B) Financial disclosure

Every Southern state community college board of trustees 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 after February fifteenth and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(C) Assistance

The ethics commission is available to provide advice and assistance regarding the application of the ethics laws and related statutes. The commission can be contacted at (614) 466-7090. The commission's web site address is: www.ethics.state.oh.us. Southern state community college's assigned assistant attorney general is also available to answer questions involving this policy.

(D) Penalties

Failure of any Southern state community college board of trustees 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.