



**Policy Number 3.3.2**

**Chapter: Administration**

**Title: AHEC Employee Code of Ethics and Conduct**

**Division/Department: Administration/ Human Resources**

**Policy Administrator: Director of Human Resources**

**Adoption Date: April 3, 2024**

**Revision Dates:**

**1. PURPOSE**

The Auraria Higher Education Center Board of Directors (“Auraria Board”) recognizes that the Center, acting through its employees, must consistently earn and maintain a reputation for integrity that includes compliance with laws and regulations, transparent business practices, and fair and ethical behaviors of all employees. Even the appearance of misconduct or impropriety can be damaging to the Center. The Center’s employees must strive at all times to maintain the highest standards of integrity and ethics and demonstrate respect for others.

**2. DEFINITIONS**

- 2.1. Auraria Higher Education Center, “the Center” or “AHEC”: The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.2. Board of Directors of the Auraria Higher Education Center or the “Auraria Board”: The Board of Directors created in C.R.S. § 23-70-102 that oversees the Auraria Higher Education Center and has the powers and duties assigned to it by the Colorado General Assembly as set forth in Title 23, Article 70, C.R.S.

**3. POLICY**

- 3.1. All AHEC employees and others acting on behalf of AHEC have a duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the Center and to take no actions incompatible with their obligations to the Center, its constituents, and the state of

Colorado. This means serving AHEC and the public with respect, courtesy and responsiveness.

- 3.2. All employees are expected to know and follow AHEC’s policies and procedures, including, but not limited to, policies on conflicts of interest, non-discrimination, and violence in the workplace.
- 3.3. AHEC employees shall carry out their duties in a manner that benefits the Center, its constituent institutions, and the state of Colorado. Employees shall not seek personal gain beyond their earned compensation and benefits from their activities as employees.
- 3.4. With regard to professional conduct, employees should practice:
  - 3.4.1. Integrity, by maintaining an ongoing dedication to honesty and responsibility.
  - 3.4.2. Trustworthiness, by acting in a reliable and dependable manner.
  - 3.4.3. Fairness, by treating others with impartiality, not favoritism or bias.
  - 3.4.4. Respect, by treating others with civility and decency.
  - 3.4.5. Stewardship, by exercising custodial responsibility for AHEC property and resources, avoiding waste or misuse of AHEC’s property and resources.
  - 3.4.6. Compliance, by following state and federal laws and regulations and AHEC policies related to their duties and responsibilities.
  - 3.4.7. Confidentiality, by protecting the integrity and security of AHEC’s information such as student records, employee files, and contract negotiation documents.
- 3.5. An employee shall not:
  - 3.5.1. Disclose or use confidential information acquired in the course of their employment in order to further their own personal financial interests, or those of their family members, friends or business associates.
  - 3.5.2. Engage in any business or transaction that would constitute a conflict of interest or conflict of commitment under AHEC’s Conflict of Interest and Commitment policy.
  - 3.5.3. Fail to adhere to laws, regulations and policies with respect to their employment.
- 3.6. Any person who knows of or observes an employee violating this Code of Ethics and Conduct is expected to report it to the Human Resources department.

**4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: April 3, 2024

Approved by: Tracy Huggins  
Chairperson of the Auraria Board