



Employee Code of Ethics

All employees of the Tooele Applied Technology College render valuable contributions to our mission for providing educationally successful experiences for the secondary and adult students of our community. With this document, the Board of the TATC establishes high ethical standards of behavior and conduct for all College employees. Adherence to these standards will provide for fairness in our dealings with fellow employees, with our students, and with all who have placed their trust in us.

With this Challenge, all Employees shall:

- Treat students and their parents, community members, and fellow employees with dignity and fairness, allowing for and respecting the diversity of cultural, ethnic, and religious differences.
- Encourage positive educational opportunities and experiences in both classroom and workplace settings.
- Maintain confidential information as entrusted by students, parents, employees, and community members. Conduct discussions with fairness and integrity and avoid spreading rumors.
- Assist in developing and supporting the mission and programs of the College.
- Make a commitment to professional growth within your position.
- Become a problem solver and effective communicator with others showing courtesy and fairness. Work to understand and resolve differences, beginning with the person closest to the problem.
- Learn the College's operating policies and practices along with the attendant legal and contractual standards and obligations, and then perform accordingly. Adhere to all state and federal laws related to the operation of the College.
- Use appropriate language, dress in a professional manner for the assignments at hand, and present a positive image to the community.
- Exercise good judgment in making decisions and in the use of all of the resources and property of the College.
- Maintain and protect College assets and avoid using them for personal financial gain.

Employees of the College will accept the responsibility for representing the Tooele ATC in a professional and ethical manner, reflecting the values, integrity and reputation of the College.