Alliance of Professional Support Staff
CODE OF ETHICS

I.   Policy Section

        6.0 Human Resources

II.   Policy Subsection

        6.22 Alliance of Professional Support Staff (APSS) Code of Ethics

III.   Policy Statement

        The Grand Rapids Community College Alliance of Professional Support
        Staff (GRCC APSS) recognizes that personal integrity, civility, and
        professionalism of the highest quality are the foundation of their work.
        This work is guided by four key principles of conduct: Maintaining High
        Integrity, Conducting Work Professionally, Developing Positive
        Relationships, and Furthering Professional Development. Moreover,
        APSS are individuals who are responsible for support of the educational
        community, the management of information, and the underlying success
        of the institution.

        This vocation requires a high level of ethical conduct along with
        accountability, trust, confidentiality, and self-discipline. By accepting this
        Code of Ethics, GRCC APSS acknowledges the responsibility to uphold
        the principles of conduct through their own personal day-to-day behavior.
        Violating these standards would result in an individual losing respect from
        colleagues, students, administrators, and the community. Subsequently it
        could diminish the positive reputation of the profession.

IV.   Reason for the Policy

    A. Maintaining High Integrity

        Integrity is central to GRCC APSS's ability to work effectively with others.
        High integrity is maintained by:

        1. Being honest and accountable for their action;
        2. Keeping sensitive information confidential (this includes abiding by the
            FERPA laws regarding student information);
        3. Respecting the individuality of all members of the College, including
            race, gender, sexual orientation, religion, and political beliefs.

B. Conducting Work Professionally

As a positive influence in their department and to the College as a whole, members shall act in accordance with the standards of the College by:

1. Being accountable, contributing their fair share, and accepting responsibility for their work within the scope of authority;
2. Striving to increase recognition and respect of the profession in which they practice;
3. Maintaining excellence in their skills and knowledge;
4. Balancing their multiple life roles and being fully engaged in their job during working hours.

C. Developing Authentic Relationships

Understanding that by having positive interactions, with others in the college, the institution as a whole will benefit. Members shall strive to establish good working relationships by:

1. Treating all members of the campus community with civility, both on and off campus;
2. Trusting in others to fulfill their responsibilities and depending on each other to accomplish college work in a timely and accurate manner;
3. Maintaining consistent good will with their colleagues, supporting and celebrating one another.

D. Furthering Professional Development

Obtaining new knowledge, skills and practices continuously improves the quality of work. GRCC APSS accomplish this by:

1. Exemplifying the best practices of the profession;
2. Being an active part of the larger GRCC community by participating on college-wide teams and campus activities;
3. Exchanging best practices with our colleagues;
4. Promoting a climate that encourages the exercise of professional judgment;
5. Achieving conditions that attract qualified persons to careers in our profession.

V. Entities Affected by this Policy

All Alliance of Professional Support Staff

VI.   Who Should Read this Policy

       All Alliance of Professional Support Staff

VII.   Related Documents

       Ethics Monitoring Brochure

VIII. Contacts

       Policy Owner: APSS Board President

IX.   Definitions

       N/A

X.   Procedures

       Concerns related to APSS adherence of this policy should be addressed
       as follows:
       1. Discuss concerns with the individual
       2. Report concerns through the Ethics Monitoring System

XI.   Forms

       N/A

XII.   Effective Date

       May, 2016

XIII. Policy History

       Revised May 2020 - no changes

XIV.   Next Review/Revision Date

       May, 2024