

# Policy 225 - General Ethics of Employees and Officers/Conflict of Interest

Trustees and employees of Lower Columbia College are governed by the Executive Branch Conflict of Interest Act ([RCW 42 \(apps.leg.wa.gov/rcw/default.aspx?cite=42\)](https://apps.leg.wa.gov/rcw/default.aspx?cite=42) ). It shall be the policy of Lower Columbia College that no employees or officers of this district, including student employees, may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee's or officer's official duties. Furthermore, no district employee or officer may use their official position to secure special privileges for themselves or any other person, and no district employee or officer may receive compensation from any person or entity except the State of Washington for performing their official duties. The statutory requirements of Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , as rules and advisory opinions adopted by the State Executive Ethics Board, shall apply to all district employees and officers, as well as personal uses considered de minimis under [WAC 292-110-010 \(apps.leg.wa.gov/wac/default.aspx?cite=292-110-010\)](https://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010) .

Off-duty activities that are a conflict of interest under Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , are detrimental to the employee's work performance or district programs, or otherwise constitute violation of this policy may be cause for disciplinary action, up to and including termination.

Employees will report all arrests and/or any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their appointment authority within 24 hours or prior to their scheduled work shift, whichever occurs first.

Lower Columbia College, as a steward of the public trust and consistent with its obligations under Chapter [42.40 RCW \(app.leg.wa.gov/RCW/default.aspx?cite=42.40\)](https://app.leg.wa.gov/RCW/default.aspx?cite=42.40) (State Employee Whistleblower Protection) will protect any employee who has reported improper governmental action from retaliation.

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## Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 15, 2019
- Approved: February 23, 2009
- Adopted: September, 1990
- Replaces Policy 317

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010">WAC 292-110-010 (apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010)</a>		VP of HR and Legal Affairs
<a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=42.52">RCW 42.52 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52)</a>		
<a href="http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf">LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)</a>		