2.20 Core Values and Ethical Conduct Policy

The Kentucky Community and Technical College System (KCTCS) has a responsibility for the stewardship of institutional resources and the public and private support that enables it to pursue its mission. Ethical conduct is a part of that responsibility. Compliance with all federal, state, and local government laws and regulations to which KCTCS is subject is imperative. To assist with ethical conduct and commitment to policy and procedure compliance, the following core ethical values and principles shall apply in all KCTCS operations and to all persons employed by KCTCS, regardless of rank or position. These values serve as the permanent foundation upon which KCTCS operates. Policies and procedures implementing these principles have been and may be enacted to help ensure understanding and compliance of these standards.

Additionally, as a mechanism to address unethical or illegal behavior, KCTCS provides an avenue for reporting possible wrongdoing.

2.20.1 Ethical Values and Principles

The following are core ethical values and principles KCTCS honors within its decision-making processes and views as critically important to the KCTCS community -- employees, regents, students, volunteers, contractors, and the public:

- Honesty and trustworthiness
- Respect and responsibility
- Fairness
- Academic excellence and freedom
- Diversity of thought, culture, gender, and ethnicity
- Community
- Accountability

It is with a commitment to these core ethical values that each member of the KCTCS community must endeavor to:

- Promote the best interests of KCTCS.
- Preserve the public's trust, respect, and confidence in KCTCS.
- Exhibit personal integrity, honesty, and responsibility in all actions.
- Provide an environment of mutual respect, impartiality, and collaboration.
- Maintain confidentiality in all matters deemed confidential.
- Assure independence of judgment free from conflicting interests.
- Ensure that relationships that constitute or could be perceived as conflicts of interest are fully and properly disclosed and that KCTCS policies and procedures are followed.
- Comply with the policies and procedures of KCTCS and applicable federal, state, and local laws and regulations.
- Demonstrate stewardship of KCTCS property and resources.
2.20.2 Code of Conduct

The guidelines regarding professional conduct for KCTCS Regents, faculty, staff and other representatives and volunteers are addressed in KCTCS policies and procedures including, but not limited to:

- Conflict of Interest (KCTCS Board of Regents Bylaws 1.3.1)
- Core Values and Ethical Conduct Business Procedures (KCTCS Business Procedures 1.20)
- KCTCS Outside Employment (KCTCS Administrative Policy and Procedure 2.11.3)
- Harassment-Free Workplace (KCTCS Administrative Policy and Procedure 3.3.1)
- Consensual Relationships Policy (KCTCS Administrative Policy and Procedure 3.3.1.4)
- Nepotism (KCTCS Administrative Policy and Procedure 3.3.2)
- Intellectual Property (KCTCS Administrative Policy and Procedure 3.3.5)
- KCTCS Fund-Raising Policy (KCTCS Administrative Policy and Procedure 3.3.18)
- Outside Activities -KCTCS (KCTCS Administrative Policy and Procedure 3.3.19)
- Information and Information Technology Responsible Use Policy (KCTCS Administrative Policy and Procedure 4.2.5)
- Policy and Procedures for Private Fund Raising (KCTCS Administrative Policy and Procedure 7.6)

2.20.3 Reporter Protection

KCTCS employees may report suspected fraud, waste, and abuse to their immediate supervisor, college or KCTCS Human Resources Office, KCTCS Office of Legal Services, or a KCTCS Administrator. In addition, employees may make a report of these matters by calling the contracted reporting service 24 hours 7 days per week. In all instances, reporting of suspected fraud, waste, and abuse shall be investigated and treated as confidential.

KCTCS will not take any adverse employment action against an employee bringing issues forward under the provisions of KRS Chapter 61.102.
Kentucky’s criminal code has various laws for prosecuting fraud, including the provisions related to theft, forgery, business and commercial fraud, miscellaneous crimes affecting businesses, occupations and professions, obstruction of public administration, and perjury.

Similarly, there are federal laws and regulations that provide protection against retaliation for reporting of false claims. The current Federal False Claims Act (FCA) provides the government with authority to identify and recover monies paid out fraudulently and issue associated penalties for violations. Likewise, federal law (Federal Program Fraud Civil Remedies Act) provides for administrative remedies (fines) against persons who make or cause to be made, a false claim or written statement. Federal law also provides provision for civil penalties on any person who makes, presents, or submits or causes to be made, presented, or submitted a claim that the person knows or has reason to know is false, fictitious, or fraudulent.

KCTCS will refer potential violations of federal or state laws to law enforcement authorities and take other action as appropriate.
Appendix 1, Section 2

- Former KRS 151B Employees Transferred to KCTCS Under KRS 164.5805(1)(e)
- Former KRS 18A Employees Transferred to KCTCS Under KRS 164.5805(1)(e)