

MAINE MARITIME ACADEMY

**EMPLOYEE RELATIONS
Section 402**

SUBJECT: CODE OF ETHICS

PURPOSE: To establish a Code of Ethics to guide Academy Employees

Maine Maritime Academy believes that there are certain core values that should guide all Academy employees in the course of their employment. To that end, the Academy believes that it is important for all Academy employees to:

1. Follow the highest standards of personal and professional integrity in all activities;
2. Strive to earn the respect and confidence of students, employees and the public;
3. Inspire trust in one's department and the Academy;
4. Serve applicants, students and other members of the public with courtesy and responsiveness;
5. Respect and protect all privileged information;
6. Stay informed of emerging trends, issues and rules in one's area of responsibility;
7. Strive to provide the best and most cost effective service to the citizens of Maine;
8. Approach all duties with a positive attitude and open communication;
9. Support the related efforts of other Academy departments and employees;
10. Comply with Academy policies and Maine state laws governing conflicts of interest;
11. Handle fairly and efficiently issues of concern or dispute when they arise; and
12. Embrace values of diversity and principles of non-discrimination and equal opportunity in all educational and employment activities.

REFERENCES: P. & S.L. 1941, ch. 37, §2 as amended; Academy Polices on Conflict of Interest and Nepotism

DATE ADOPTED: April 9, 2014

DATE(S) AMENDED: