

## **SECTION 1: OBJECTIVES AND PURPOSE**

### **1. INTRODUCTION**

*San Joaquin Valley College* (“*SJVC*” or “*College*”) is a private, coeducational junior college offering programs in health, business, technical and general education.

The *SJVC* success story began with its founding in 1977 by Robert and Shirley Perry. Pioneers in vocational education, the Perrys have set examples of quality education and professional standards that have earned the College its fine reputation. Unyielding dedication to quality education is a tradition at the College.

The accreditations and approvals of the College and its programs demonstrate that *San Joaquin Valley College* is a leader in education. We adapt to the rapidly changing needs of the community and continue to improve timely curricula to meet the needs of the industry and the career and educational interests of our students.

*San Joaquin Valley College* has assisted thousands of students to achieve personal growth and meet their goals. These graduates now enjoy better, more productive ways of life. Our success story is their success story, and we continue to follow our dream in building brighter futures for a stronger America.

### **2. MISSION STATEMENT**

*San Joaquin Valley College* prepares graduates for professional success in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*

### **3. CODE OF ETHICS**

*San Joaquin Valley College* is responsible for providing a high quality education to its students and for assuring that the highest standards of ethical conduct and integrity are practiced in meeting our responsibilities. The professional conduct of each management, staff and faculty of the College is expected to be consistent with and fully comply with these principles. All management, staff and faculty are expected to engage in the following:

**Trustworthy conduct** – being truthful in our communications and actions; also includes dependability, and loyalty; truthfulness measures our integrity

**Respectful behavior** – treating everyone with civility, courtesy, tolerance and acceptance, and recognizing the worth, dignity and unique characteristics of each individual

**Accountability** – taking personal responsibility for one’s actions and decisions

**Fair and just actions** – being just or impartial in decision making; fairness measures our sincerity

**Compassion** – caring for others, both within and apart from the College, and providing the highest quality service to students and employees; promoting goodwill and better relationships

**Good citizenship** – assuring that the communities served by the College experience long-term benefit; our employees and students should benefit from our actions

**Responsible management** – including prudent use of College resources in a fiscally responsible manner

### **Standards of Conduct**

All management, staff and faculty members of the College shall:

- Adhere to all applicable standards of professional practice and professional codes of ethics in carrying out the business of the College.
- Employ good judgment and display ethical behavior in decision making, never inducing or compelling others to take part in unethical, improper or illegal conduct.
- Follow the rules, adhering to College policies and procedures, regulatory agency requirements, federal and state laws and professional standards.

### **Management Responsibilities**

Senior Management, Corporate Directors, Campus Directors, Deans, Managers and Supervisors are all charged with implementing established policies and procedures so that the College is well managed, are in compliance with applicable laws and regulations, are consistent in its administration of policies, are administered fairly and rationally, and reflect appropriately the diversity of the workforce.

## **4. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*San Joaquin Valley College* is an equal opportunity employer and makes employment decisions on the basis of merit. The College wants the best available person in each position. Company policies prohibits any form of unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military/veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics as applicable.

The College is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the College and prohibits unlawful discrimination by any employee of the company, including supervisors and co-workers.

SJVC encourages its employees to support and be a part of identifying, recruiting, and