



BOARD POLICY ON ETHICAL GOVERNANCE POLICY NO: BRD-106

POLICY TYPE:	Board Policy
OFFICE:	Board of Directors
INITIAL POLICY APPROVED:	10/2005
CURRENT REVISION APPROVED:	05/2016

The Board makes its steadfast intention known through this policy that it is committed to setting an example for the entire college community by adopting and adhering to a set of standards to guide ethical governance of LIBI.

The foundational principle of this policy is that the Board’s behavior should always inspire trust and confidence of the public. The Board must also assure that all actions and decisions are in the best interests of the students.

The members of LIBI’s Board of Directors will conduct themselves in a manner that is consistent with the mission, vision, and values of the college. Meeting that expectation is an implicit requirement for every LIBI employee and for all members of the Board of Directors. The members of the Board of Directors will also adhere to the requirements outlined in its bylaws. Members of the Board of Directors may be subject to discipline if they fail to meet expectations arising from their role as a Board member and as a member of the LIBI community.

Members of the Board must always conduct themselves in a manner that is consistent with, and acceptable in, a professional environment. The members of the Board are expected to interact with all other members of the college community with respect, consideration, and sensitivity to linguistic and other differences. Board members should take care not to carry themselves in a way that would negatively affect the environment, morale or productivity of the college. All members of the Board must abide by all federal, state, and New York City Human Rights Law (“NYCHRL”) laws and regulations. Members must ensure the highest level of personal integrity when interacting with one another and others.

All members of the Board are expected to use good judgment, based on high ethical principles, as a guide to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be referred to the President of LIBI, the Chair of the Board, Human Resources or to the Director of Operations. LIBI's mission, vision, and values should at all times be the guiding principles when interacting with all stakeholders (faculty, staff, administrators, students, other members of the Board).

Compliance with this policy is required of every member of the Board. Failing to comply with all parts of this policy could lead to disciplinary action, including being removed from the Board.

No member of LIBI's Board will provide inaccurate, false or fraudulent information in the course of conducting business, on college documents or during college investigations, audits or complaint processes. No Board member will make bad faith allegations of wrongdoing, including allegations that are intentionally false, maliciously motivated or made with reckless disregard for fact.

Board members must maintain confidentiality of privileged information, and must not use their position on the Board, or any confidential information in any way, for personal gain.

LIBI prohibits any form of discrimination, harassment or mistreatment on the basis of race, color, national origin, ethnicity, ancestry, religion, creed, age, gender, mental or physical disability, veteran or military status, medical condition (including pregnancy, childbirth, and related medical conditions), marital status, citizenship or immigration status, sexual orientation, gender orientation, or any other basis recognized by applicable law. All Members of the Board of Directors are expected to abide by LIBI's Anti-Harassment and Anti-Discrimination Policies.

Every member of LIBI's Board is expected to take all necessary and appropriate steps to avoid situations involving actual or potential conflicts of interest. LIBI's Board is required to complete the No-Conflict of Interest attestation. Board members must not use their positions to obtain employment by the college for themselves, family members, friends or associates. Should a Board member apply for employment with the college, that member must first resign from the Board.

When the Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member must excuse him/herself not only from the vote but also from the deliberation.

If a member of the Board has knowledge, concern or suspicions of illegal, dishonest, wrongful or fraudulent activity, that member has a duty to report such activity to Human Resources as soon as possible. If the activity involves another member of the Board, it must be reported to the Chair of the Board, and if it involves the Chair of the Board, it must be reported to the President and to Human Resources.