



Policy No. 5.011

Northwest Louisiana Technical Community College

Financial Code of Ethics

Original Adoption: October 16, 2019
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Last Revision: January 1, 2023

Northwest Louisiana Technical Community College employees who process, approve, compile, or review fiscal transactions on behalf of the College shall act in an ethical manner and promote positive fiscal stewardship.

NLTCC staff with fiscal responsibility shall:

1. Perform their duties in accordance with the appropriate recognized ethical and legal standards;
2. Practice honesty and integrity in all aspects of their work;
3. Exhibit professionalism in the workplace, and conduct themselves in a way that will continue to promote the public's confidence in the integrity of the NLTCC's;
4. Be fair-minded, non-discriminatory, and treat all individuals, both internal and external to the NLTCC's community equitably, with civility, respect and dignity;
5. Fulfill their assigned responsibilities, and be proactive in developing the skills necessary to provide high job performance;
6. Exercise fiduciary responsibility with respect to safeguarding the NLTCC's assets;
7. Exercise custodial responsibility with respect to the use of NLTCC's property and resources;
8. Exercise, within the requirements of Louisiana State law, confidentiality with respect to information, records, and data management, respecting the rights and privacy of individuals;
9. Take action to mitigate any real or perceived conflicts of interest; and
10. Comply with Federal and State laws and regulations and NLTCC's policies and procedures.

Approved:

Dr. Jayda Spillers

Chancellor