

**Section:** Code of Conduct

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**Sponsoring Unit/Department:** Chief of Staff

## Code of Conduct

The College embraces and expects a level of conduct by all employees that includes mutual respect for others, basic courtesy, reciprocity and behaviors that create a positive and professional environment in which to learn and to work. Employees are required to comply with federal, state, county, and municipal laws and regulations as well as the policies and procedures of the College.

## Conduct Expectations

### Open & Honest Communications

The College values the robust exchange of ideas and different perspectives. At various times, a College employee may be speaking in a particular capacity - academic setting, employment context, or as a private citizen. Specific standards apply to these different situations. The standards in this Handbook apply when an employee communicates in the course of scope of employment or regarding topics directly related to work. The principles listed in this Handbook seek to promote truth, candid expression, and workplace civility. Academic freedom and speech as a private citizen are governed by other policies. See [BP 3.02 Academic Freedom](#); [BP 1.17 Public Access and Free Expression on College Property](#); [AP 1.17.01 Public Access and Expression on College Property](#)

- Tell the truth
- Communicate clearly & with civility
- Explain inconsistencies
- Share information early & often
- Ask for & listen to input
- Communicate performance expectations
- Promote employee development of communication skills (e.g., conflict resolution)

### Fair, Reasonable & Consistent Policies, Procedures, Practices & Processes

- Apply current policies & procedures consistently & correctly
- Try new processes & communicate them
- Help others follow policies & procedures
- Empower people to offer new ideas
- Hold people accountable but don't blame

### Informed Decision-making & Planning

- Communicate the decision process early & the reasons behind decisions made
- Involve those who will be affected by decisions in making the decisions
- Use data in decision-making

- Make & review decision using student success as top criterion
- Take responsibility for decisions

**Accountability**

- Take responsibility for own & employees' work; use formal evaluation process
- Admit errors & work to fix them
- Honor commitments
- Follow & promote the College's vision, mission, values & goals
- Promote & evaluate employee development & learning
- Consistently & impartially acknowledge employee achievement

**Leadership & Management**

- Avoid favoritism & its appearance
- Lead by example
- Build & maintain trust within area of responsibility
- Plan strategically & act to improve resource levels
- Demonstrate awareness of good practices in work area
- Maintain qualified staff at efficient levels
- Respond to crises, adversity, and challenges as opportunities to improve

**Assumed Practices for Employees**

1. Report to work ready to work at the scheduled work hour and location
2. Perform assigned duties in a professional manner with quality and timeliness
3. Treat students, visitors and co-workers with fairness, courtesy and respect
4. In their capacities as employees of the College, maintain high standards of honesty, transparency, and integrity in their actions and communications in any form, including social media, to any member of the College, community, or the public.

**Prohibited Employee Conduct**

The following conduct is prohibited. These conduct examples are illustrative of behavior that is not permitted when the individual is acting as an employee, representing that they are acting as an employee, engaging in conduct that impacts the operations of the College, or engaging in conduct that a reasonable person would conclude impacts their ability to effectively perform their duties for the College. Any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee in such conduct is subject to corrective action and/or disciplinary procedures.

- a. Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing or possessing alcohol and/or illegal drugs or narcotics on College premises, while conducting College business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs.



- b. Fighting or assaulting a fellow employee, visitor or student; using language, actions, and/or gestures which are threatening, intimidating, abusive, obscene, or profane; engaging in any form of intimidation, bullying, harassment, sexual harassment, discrimination, or contributing to an offensive, hostile environment, disorderly or disruptive conduct.
- c. Violating other College policies, including the Social Media Policy and Acceptable Use of Information Technology Resources.
- d. Refusing to follow College policies, regulations, and procedures or management's instructions concerning a job-related matter, except in cases where the safety of the employee may be endangered or in cases where the action is illegal or unethical.
- e. Possessing firearms or other weapons on College property, except as required by the job.
- f. Stealing, destroying, defacing, misusing or using College or another person's property without authorization.
- g. Failing to notify the College of a felony conviction or the loss of a license or certificate required for the position.
- h. Failing to cooperate in a College investigation or audit.
- i. Abusing sick leave or having unauthorized absences from work.
- j. Using an employee's official position for personal gain; using confidential information for personal advantage or to further any private interest; accepting or soliciting, directly or indirectly, any gift or item of other than modest monetary value (\$20 or less) from any person or entity seeking action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- k. Engaging in outside employment or activities that conflict with official College duties and responsibilities, or that tends to impair the capacity for performance of duties and responsibilities in an acceptable manner, or that create a real or apparent conflict of interest.
- l. Failing to wear assigned safety equipment or failing to comply with safety rules and policies.
- m. Disclosing information of a confidential nature to unauthorized persons.
- n. Conducting personal business during work hours and/or on College premises.
- o. Gambling on College property.
- p. Lying, making false statements, or the deliberate misrepresentation or omission of facts, with the intent to mislead. Professional, fact-based discourse including expression of diverse viewpoints is always encouraged.