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I. CODE OF CONDUCT

All College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 3.3.4 – Employee Disciplinary Action, Suspension and Dismissal or, for cases of unlawful discrimination or harassment, Policy 3.3.7 – Harassment, Discrimination, & Civil Rights Compliance may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee's ability to perform his or her job.

All employees shall:

1. Comply with all statutes, regulations, and Board of Trustee policies.
2. Be sensitive to the coercive nature resulting from the power differences inherent to the nature of an institute of higher education regarding relationships and interactions with students, to be ethical in the conduct of these relationships and interactions, and to not engage in inappropriate relationships with students.
3. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
4. Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
5. Be sensitive to cultural differences, to create a harmonious environment, and to treat all students and colleagues equitably and fairly.

6. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
7. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
8. Participate in and complete any required professional development activities required by the College.
9. Attend and participate in all required staff meetings and other required meetings.
10. Complete and transmit all required reports and other documentation in a timely and professional manner.
11. Dress in a professional manner, which observes health and safety regulations, and is appropriate to respective work environments.
12. Arrive to work on time.
13. Maintain a courteous and professional attitude when working with other staff members, students, and visitors.
14. Exercise proper care and maintenance of College property.
15. Maintain personal cleanliness and good hygiene.
16. Avoid conflicts of interest.

II. UNACCEPTABLE CONDUCT

The following are examples of professional and personal conduct that may serve as grounds for disciplinary action, including suspension, demotion, or termination. This list is illustrative and not all-inclusive.

A. Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Physical or mental incapability for performing duties.
3. Improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationships with the public and/or employees.
5. Improper use of leave.
6. Failure to report for duty at the assigned time and place.
7. Failure to obtain or maintain a current license, certificate or credential required by law as a condition for employment.
8. Refusal to accept a reasonable and proper assignment from an authorized supervisor.

B. Personal Conduct

1. Gross misconduct, immorality and/or lewd or indecent behavior that has a negative impact on the College and/or on the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College;

and/or (iii) creates a substantial disruption to the ordinary operation of the College.

3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information in order to secure employment with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the College's property.
10. Reporting to work under the influence of alcohol or an illegal or unauthorized controlled substance or partaking of such items while on the campus.
11. Acceptance of gifts in exchange for favors or influences related to the College.
12. Disclosing confidential information, including student information, from official records to an unauthorized person or entity.
13. Engaging in employment or activities that constitute a conflict of interest to the College.
14. Taking part in political management or political campaigns while on duty as prohibited by law; see Policy 3.4.2 - Employee Political Activity for more information.
15. Any form of unlawful discrimination or harassment.
16. Deliberately or willfully making false, misleading or ambiguous statements in connection with any official College business, official records or about College employees or students.
17. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation towards College employees or students.
18. Excessive gossip, hostility, or other toxic behavior that creates an egregiously uncomfortable working environment such that College operations or employee morale are substantially impacted.
19. Violating the College's technology acceptable use policies and procedures.
20. Violations of College policies and procedures.

III. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if (a) the employee and the student have an academic relationship; (b) if the student is still enrolled in high school; or (c) the student is under the age of eighteen. Academic relationships include, but are not limited to, any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, is an advisor, coach, or mentor, or is a sponsor for any College activity involving the student, including work study or organizational, club, or sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College, the academic relationship terminates, or a conflict management plan has been approved in accordance with this policy. Employees engaging in inappropriate

relationships will be subject to disciplinary action up to and including termination of employment.

Romantic or sexual relationships between College employees and students that do not violate the above provision but that otherwise impair the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

A. Duty to Disclose

The inherent fact or semblance of a conflict of interest created by an amorous or familial relationship should be disclosed prior to the creation of an academic relationship in order to avoid a potential violation of this policy. Upon hire (new employee) or academic enrollment (student), an individual has a duty to disclose the conflict of interest by contacting the Human Resources Office. A change in an individual's status (i.e. employment, academic, relationship) that would establish a potential violation of this section (where one did not exist previously) creates a duty to disclose the conflict of interest by contacting the Office of Human Resources. For example, an employment action (e.g., new hire, promotion, position reclassification, reassignment of job responsibilities) or a decision of two individuals to begin dating may result in a potential violation. Failure to disclose a conflict of interest or failure to disclose in a timely manner shall constitute a violation of this policy.

B. Conflict Management Plan

Upon appropriate disclosure and as appropriate, Senior Executive Leadership will oversee the development, approval and monitoring of a conflict management plan to avoid a policy violation. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

IV. DUTY TO REPORT CRIMINAL PROCEEDINGS & CONVICTIONS

Employees shall notify their immediate supervisor if they are convicted, arrested, indicted, or charged (including citations) for any offense other than a minor traffic offense (e.g., parking, speeding). Notice must be in writing and provide all relevant facts regarding the arrest, conviction, indictment or charge. Notice must be provided within one (1) business day of the conviction, arrest, indictment or charge. Employees shall also inform their supervisor of the disposition of any arrest, indictment, or citation.

For purposes of these procedures, a "conviction" means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

Employees may be disciplined, up to and including termination, if the conviction, arrest, indictment or charge: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary

operation of the College. If an employee's arrest, conviction, or citation has an effect on the employee's ability to perform his/her job duties or brings negative attention to the College, the employee may be subject to disciplinary action in accordance with this Policy.

Convictions of employees working under federal grants that are convicted of violating a federal or state-controlled substance or alcohol statute on the College's property, or as part of any activity initiated by the College, shall be reported to the appropriate federal agency. A College official must notify the U.S. government agency, which made the grant, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a conviction of a controlled substance or alcohol statute occurring in the workplace.

Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 2.1.7 - Alcohol and Drugs on Campus ● Policy 2.3.4 - Traffic Regulations Referencing: ● Policy 3.3.7 - Harassment, Discrimination, & Civil Rights Compliance ● Policy 3.4.2 - Employee Political Activity

POLICY HISTORY

January 1, 2025	Adopted.
September 14, 2026	Updated to reflect new Policy 3.3.7 name.