

Board Policies

ADMINISTRATIVE AFFAIRS

111.00 EMPLOYEE CODE OF CONDUCT

College employees are expected to follow acceptable business and professional practices and to exhibit personal and professional integrity and objectivity at all times.

General expectations of behavior and conduct acceptable to the college and/or the community at large:

1. Ethics and integrity are the responsibility of each individual. Every college employee, and any other person acting on behalf of the College, is responsible for behaving in a professional and courteous manner when engaging with their fellow employees, students, the Board of Trustees, and members of the public. Such behavior will exemplify ethical conduct consistent with the policies and core values of the College while upholding the reputation of the College.
2. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions per College policy 140.00 Exemption from Alcoholic Beverages and 127.00 Drug-Free Workplace.
3. Smoking is not permitted in College facilities per College policy 125.00 Use of Tobacco on Campus.
4. College employees are expected to be clean and dress within the limits of general trends of dress at this college per College policy 159.00 Professional Attire.
5. College employees are not to be disruptive, but demonstrate professional conduct.
6. College employees are expected to respect the rights and property of others.
7. Falsification of college records will not be tolerated.
8. Compliance with college policies, procedures and/or regulations is expected of all college employees.

Violation of any of the above general expectations may result in disciplinary measures and/or administrative review up to and including termination.

Adopted November 15, 2004
Revised July 18, 2005
Revised December 11, 2017
Revised November 21, 2022