



## Procedure 430-01 Code of Conduct

Sponsor: Human Resources

### **Purpose**

Employees shall strive to maintain the highest standards of business ethics in transactions with the College, county, state, federal and local government, and with the public. Employees are expected to perform their duties faithfully and efficiently to avoid giving rise to suspicion of conflict of interest with the College or any agency of the county or state government.

### **Definitions**

None

### **Procedure**

All individuals who accept employment with the College are responsible for their conduct both on and off the job, and which reflects and will build a good image for the College. Involvement in situations which are contrary to accepted public morals and decency may be cause for dismissal.

Employees will not discriminate on the basis of gender, sexual orientation, national origin, religion, race, color, ethnicity, age, disability status, or creed, nor infringe upon any other right or procedure of due process protected by federal or state law.

Employees will comply with federal and state statutes, all College policies and procedures, and any other administrative document published by the College.

Employees shall not accept or solicit, directly or indirectly, anything of economic value such as a gift, gratuity, favor, entertainment, or loan which does or may appear to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with the College (e.g. a vendor who has interests that may be substantially affected by the performance or nonperformance of the employee's duty.) This includes both present and potential suppliers and contractors to the College and agents working on behalf of suppliers and contractors.

Employees may accept the following gifts from vendors and others:

1. Unsolicited advertising or promotional material such as pens, scratch pads, and calendars. Occasional business lunches or food and refreshments of insignificant value.
2. Other items of nominal or minor value (e.g., a box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.
3. Employees, in their position or official conduct, will not disregard the interests of the College in order to seek financial gain for themselves, their families, or any organization with which they are associated.

Employees are responsible for fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their employment responsibilities to the College.

Employees shall not use College business cards, resources (financial or otherwise) for personal profit or gain without the expressed written permission from the President or his/her designee.

Employees shall not seek to unduly influence the purchase of products or services, or to influence personnel decisions.

Solicitations are to be discouraged unless an employee is acting for a charitable or service organization, and then such solicitation is not to be done during work hours of either the solicitor or the solicited, and with the understanding the College reserves the right to cancel all such solicitation privileges. Exceptions are College's anticipated charitable organizations such as United Way. Permission to solicit requires a formal written request and approval from the President or his/her designee.

All desks, files, lockers, and other College-owned property, including computers, software and other office equipment, together with the interior spaces in them, belong to the College, and employees have no expectation of privacy in this equipment and in these locations. Desks, files, lockers, computer files, and other College property are subject to inspection by authorized personnel for purposes of inventory, cleanliness, maintenance, recovery of College property and other reasons determined by supervisory personnel at any time, including without limitation, upon termination of employment with the College. All property, including but not limited to land, buildings, facilities, equipment, email, supplies, or labor, belonging to the College or for which the College is responsible, is to be used solely for College purposes.

#### **References**

None

#### **Procedure History**

10/19/2004 New

09/09/2009 Reformatted

#### **Legal Review**

None