

## 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 professionally and courteously 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 prohibited 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 dress trends 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. All college employees must comply with college policies, procedures, and/or regulations.
9. Outside employment from the College is permitted only if there is no conflict of interest with the business, operations, and interests of the College; does not occur at a time when the employee is expected to perform their duties; and does not interfere with or diminish the employee's ability to perform their work obligation. In addition, employees are prohibited from using company resources (work hours, computers, office equipment, or supplies) for outside employment.

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

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