

	POLICY	Motion No.	EXEC 1006-2022
	Employee Conduct and Work Rules	Effective Date	04/19/2022
		Responsible Department	Human Resources
		Attorney Review / Date	N/A

SCOPE

This policy identifies the respective responsibilities of the College and its employees regarding conduct and the working environment.

POLICY

It is the College's policy that employees maintain a professional working environment that encourages mutual respect, promotes civil and congenial relationships among employees, is free from all forms of harassment and violence, and protects the interests and safety of all employees and the College.

Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

Listing all forms of behavior that are considered unacceptable in the workplace is not possible. Examples of infractions of rules of conduct that may result in disciplinary action are listed below.

- Bullying behaviors
- Physically harming others
- Verbally abusing others
- Using intimidation tactics and making threats
- Sabotaging another's work
- Stalking others
- Making malicious, false, and harmful statements about others
- Publicly disclosing another's private information
- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information

It is the responsibility of every employee to be aware of and abide by existing College rules and regulations including rules that are established on a temporary or permanent basis with the goal of reducing the potential spread of a contagious disease. The College may take disciplinary action, up to and including termination, against employees whose conduct violates this or other College policies and practices.

There may be occasions where an employee, especially a College Security Officer, intervenes to de-escalate a violent or potentially violent situation on campus. Under

these special circumstances, if the employee is deemed to have acted responsibly and appropriately in that volatile situation and/or is following College policy, then the employee would not be disciplined. The Campus Security Intervention policy will be used as guide to determine if the employee acted responsibly and appropriately under these circumstances.

Effective Date	Motion Number	Document Author	Description of Change
04/19/2022	EXEC 1006-2022	President's Cabinet	Revised to help clarify the intent of the policy.
12/15/2020	EXEC 1019-2020	HR/President	Added Bullying behaviors to list of infractions and removed all procedural language
6/27/2017	EXEC 1022-2017	Human Resources	Needed Board approval
5/01/2010	207	Human Resources	Possible Initial Release