
SUBJECT: EMPLOYEE CONDUCT

1.0 POLICY

- 1.1. The College is an asset of the extended community it serves and will operate in a manner consistent with the ethical standards and values of the community.
- 1.2. All employees are expected to conduct themselves in a professional and ethical manner when representing the College, when carrying out their official duties, and when discussing events and issues relating to the College. Unless necessary to address matters of public policy or concern, employees are expected to avoid behavior which inhibits College efficiency and harmony or casts an unwarranted or unnecessary negative reflection upon the College, its programs or its employees.
- 1.3. Employees are expected to treat each other, the administration, and the College's clients within a framework of mutual trust and respect and to avoid conduct that impedes the proper and competent performance of duties.
- 1.4. Employees are expected to treat students with the natural and mutual respect, trust, and admiration that must exist between employees and students and to conduct Institutional activities and training in a context of fostering reciprocal respect and trust among all participants thus promoting the atmosphere inherent in the College Mission Statement.