

### **3354:1-43-02 Employee Code of Conduct Policy**

(A) Employees must exhibit a high degree of personal integrity at all times. This requires sincere respect for the rights of others and refraining from any behavior that might be harmful to oneself, other members of the College community, or the College. Employees must also refrain from behavior that would cast the College in an unfavorable light in view of the communities served by the College.

(B) In addition to behavior inconsistent with section (A) of this policy, the following conduct is specifically prohibited:

- (1) Threatening, attempting, or committing physical violence against any person.
- (2) Preventing, impeding or disrupting, or attempting to prevent, impede or disrupt, any College activity.
- (3) Endangering the personal health, safety, and welfare of the employee or any other person.
- (4) Violating, while on or in College facilities or vehicles, any municipal, county, state, or federal statute or ordinance.
- (5) Gambling for money or other things of value on or in College facilities.
- (6) Conduct unbecoming an employee of the College, discourteous treatment or using language that is degrading and/or abusive to any person.
- (7) Dishonesty, furnishing false information to the College or outside entity about yours or anyone else's employment with the College, making false claims or misrepresentations in an attempt to obtain any College benefit (e.g. health benefits, promotion, paid leave of absence, etcetera).
- (8) Absence without acceptable notification.
- (9) Excessive unauthorized absenteeism or tardiness.
- (10) Unauthorized use of College supplies or equipment for personal purposes.
- (11) Violation of any College policy or procedure.
- (12) Insubordination.
- (13) Disorderly, immoral, or unethical conduct while on duty.

- (14) Neglect of duty. Negligent or willful damage to College property. Wasteful or unauthorized use of College resources including but not limited to, vehicles, equipment, materials or property.
- (15) Conviction of a felony or misdemeanor that affects the employee's job duties and/or College students, staff and/or community members.
- (16) Failure to maintain a license, certification or other required qualification.
- (17) Abuse, misuse or being under the influence of alcohol, drugs or a controlled substance while on duty. The possession of a controlled substance, or bringing a controlled substance onto College property.
- (18) Inappropriate handling of any College document or record, including without limitation, tampering with employee or student files or information contained within such files in any manner that seeks personal benefit, or permits others to benefit personally, or knowingly permits the inclusion of false, inaccurate or misleading information.
- (19) Theft of College property, the property of another employee, or theft occurring during work hours.
- (20) Any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office.

(C) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this policy.

Effective Date: June 4, 2025

Prior Effective Date: September 28, 2023, December 15, 2005