

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>EMPLOYEE CODE OF CONDUCT</b>	Policy 4.03.02
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All Southwestern Community College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 4.03.03 – Employee Disciplinary Action, Suspension and Dismissal. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee's ability to perform his or her job.

**A. Performance of Duties**

1. Inefficiency or incompetency in the performance of duties.
2. Negligence in the performance of duties.
3. Physical or mental incapability for performing duties.
4. Careless, negligent, or improper use of College property or equipment.
5. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.
6. Habitual improper use of sick leave privileges.
7. Habitual pattern of failure to report for duty at the assigned time and place.
8. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.
9. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).

**B. Personal Conduct**

1. Guilty of gross, infamous or notoriously disgraceful conduct or other conduct prejudicial to the College.
2. Conviction of a felony.
3. Convicted of immoral or dishonest conduct or a criminal act.
4. Misuse of College funds.
5. Falsified job information to secure position with the College.
6. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
7. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
8. Willful damage or destruction of College property.
9. Willful acts that would endanger the lives and property of others.
10. Possession of unauthorized firearms or lethal weapons on the job. (See Policy 4.3.9 – Weapons on Campus)
11. Brutality in the performance of duties.

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12. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
13. Reporting to work under the influence of alcohol or drugs or partaking of such substances on the job.
14. Acceptance of gifts in exchange for “favors” or “influences”.
15. Betrayal of confidential information from official records.
16. Engaging in incompatible employment or serving a conflicting interest.
17. Taking part in political management or political campaigns prohibited by law.
18. Any form of sexual or other unlawful harassment. (See Policy 4.03.05 - Discrimination and Unlawful Harassment)
19. Making false, misleading or ambiguous statements, deliberately or willfully, whether verbal or written, in connection with any official College business or records.
20. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation.

Cross Reference: 4.03.03 – Disciplinary Action, Suspension and Dismissal  
4.03.04 – Right of Appeal  
4.0.05 – Discrimination and Unlawful Harassment  
4.03.09 – Weapons on Campus

Adopted: October 2009

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