

<p>Employee Code of Conduct Policy</p>	<p>BOT Approved: Previously included as part of Human Resources Manual. New policy format approved by Board June 18, 2019.</p>
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PURPOSE:

The purpose of this policy is to maintain a standard code of conduct for all employees that is acceptable to the College, the community and other employees.

POLICY STATEMENT:

Garrett College commits itself to the highest standards of ethical treatment of its students and employees, and holds employees to the highest standards for ethical conduct. Employees are asked to thoughtfully consider the ethical implications of all their actions and behaviors.

PROCEDURE:

Garrett College expects that its employees will meet College-established standards for personal conduct and work performance. These standards include but are not limited to the following list. Employees will:

- Adhere to all applicable laws and regulations.
- Adhere to College policies and procedures.
- Carry out job requirements in a professional and competent manner.
- Report to work on time and ready to perform their duties.
- Deliver efficient and effective service to the College and its community.
- Avoid real or apparent conflict of interest between responsibilities as an employee and any outside interests.
- Maintain confidentiality of student, employee and college records.
- Use College funds only for College business.
- Not commit fraud in attempting to influence, coerce, manipulate or mislead any auditor in the performance of the audit.
- Disclose any questionable accounting or auditing matters in accordance with college policy.

- While Garrett College employees are not direct employees of the state, employees are expected to follow “Standards of Conduct” of the Maryland Ethics Law (see section below).

In addition, the following civil conduct and violence prevention standards apply:

- Employees will respect the rights, dignity and feelings of others.
- All actions and speech in the classroom, workplace, and any college location will be civil and respectful.
- Employees are not permitted to commit any violent act or threatening speech act against another student, employee, or any person (unless you are intervening to prevent a violent act).
- Employees are not permitted to harass or threaten a student, employee, or any person.
- Employees are not permitted to intentionally or maliciously damage or destroy the property of another person or employee.
- The possession of firearms and other weapons is typically not permitted on college-owned or college-controlled property. Please refer to the Weapons Policy (*located on the College Policy and Procedures page*) for more details and exceptions.

Maryland Ethics Commission Standards of Conduct

As stated previously, even though they are not direct employees of the state, Garrett College employees are subject to all of the provisions of the [Maryland State Ethics Law](#) and Code of Conduct as they apply to state employees. A summary of these provisions include: (*Note: This is a general summary only and should not be used as a substitute for the law itself.*)

- An employee may not intentionally use the prestige of his or her office for personal gain or that of another.
- An employee may not participate in a matter which involves as a party a business entity in which the employee or certain relatives have employment, prospective employment, contractual, or creditor relationships.
- An employee may not participate in an official action, decision or matter in circumstances where the employee has an interest or where certain relatives of the employee have an interest.
- An employee may not hold any employment relationship that would impair his or her impartiality or independence of judgement.
- An employee may not disclose or use for personal economic benefit, or that of another, confidential information acquired by reason of his or her public position.
- Employees may not solicit gifts for themselves or others.

Penalties for Violations

An employee violating any provision of this policy shall be disciplined in accordance with College policies and procedures.