

Title: Employee Conduct Policy

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Responsibility: Human Resources

Employee Conduct

POLICY

All employees are expected to maintain a work environment that encourages mutual respect, promotes collegial relationships, and is free from all forms of intimidation and violence.

Cecil College adopts this Employee Conduct Policy to ensure the best possible work environment for the College community. This policy applies to activities on campus as well as off-campus when an employee is engaged in College business or attending any College function, event or activity.

This policy will be maintained and enforced in accordance with applicable federal, state and local laws.

PROCEDURE

Cecil College strives to provide a safe and secure workplace where all individuals are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are considered unacceptable, the following are examples that would be considered infractions of Cecil College's Employee Conduct Policy. The list is not intended to be exhaustive:

- Insubordination;
- Aggressive or hostile behavior that creates an objective fear of injury to another person;
- Bullying;
- Possession, distribution, sale, transfer or illegal use of alcohol or drugs in the workplace, while on duty or while operating College vehicles or equipment;
- Unauthorized use or distribution of alcohol on College premises;
- Negligent conduct which results in personal injury to a person on College premises or damage to College property or the property of another on College property, or at a

College function;

- Possession of a weapon while on College property or while on College business(unless specifically approved as a job-related requirement);
- Violation of the College's discrimination or harassment policies;
- Fraud; theft; embezzlement; inappropriate removal or possession of College property or property of another employee; dishonest conduct affecting the College or member of the College community;
- Intentional damage of College property or property of another employee;
- Willful, malicious and repeated following of another person, also known as "stalking";
- Unauthorized use of computers, telephones, mail system or other College owned equipment;
- Unauthorized disclosure of confidential information;
- Threats of any kind, including, but not limited to, use of any object in a threatening likemanner;
- Committing acts of violence;
- Making malicious, false and harmful statements about others;
- Forgery; alteration of College documents, records or identification; or knowingly furnishing false information to the College;
- Publicly disclosing another's private information, including, but not limited to, unauthorized disclosure of information from the education records of a student or the personnel records of an employee;
- Sabotaging another's work;
- Engaging in a pattern of incivility;
- Verbal abuse;
- Committing a criminal act, the nature of which makes continued employment at the College inconsistent with safe and efficient College operations;
- Discrimination against, or harassment of any person on the basis of sex, age, race, color, religion, national origin, marital status, veteran status, genetic information, gender identity, sexual orientation, actual or perceived disability, or any other basis protected by federal, state, or local law;
- Harassing, threatening, or otherwise causing harm to specific individuals through electronic communication; including the creation of what a casual observer might reasonably perceive to be an atmosphere of harassment, including sexual harassment (a casual observer may be anyone such as another employee, a student or a visitor);
- Using social media or email to discriminate against, bully, intimidate, or harass another individual, including College employees, students, vendors or visitors;
- Engaging in inappropriate communication with a student, employee, visitor or vendor, including but not limited to electronic communication via cell phone, text messaging, email, instant messaging, blogging, or other social media communication;
- Retaliation against any person for alleging in good faith that an employee has violated College policy;
- Job abandonment;
- Any other conducted deemed harmful by the College to the best interest of the

College or its students or its employees.

Such behavior directed towards individuals including but not limited to, College employees, students, vendors, visitors or property belonging to any of these individuals, may result in disciplinary action, up to and including termination of employment.

Any employee who has knowledge of such behavior should report it to their supervisor, or the College's Human Resources office if the employee is not comfortable making a report to their supervisor.

Employees are responsible for ensuring the security of College confidential/proprietary material in their possession and similarly maintaining the security of College-provided equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns. The College reserves the right to search College property at any time.

All College employees are expected to:

- Perform job duties in accordance with the employee's job description and other duties as assigned
- Adhere to scheduled working hours
- Secure required approval for all absences
- Attend meetings, workshops, orientation, seminars, and lectures, as required
- Work cooperatively with colleagues and accept additional duties or responsibilities, as assigned by the College
- To safeguard and properly use all College records
- To safeguard all property, equipment, and information to which an employee gains direct or indirect access as a result of employment
- To bring to the College administration's attention, or a supervisor's attention, any real or potential breach in security, invasion or destruction of property, or any activity which might be detrimental to the College
- Use the employee's official College email account for College-related communications.
- To comply with College policies, including the prohibition on discrimination, harassment, and retaliation when communicating with others.
- Adhere to the Division of Information Technology's responsible use of Information Technology Resources
- Comply with College policies, rules, regulations, and procedures

Failure to comply with this policy may result in disciplinary action, up to and including termination.

