

PURPOSE	<p>The purpose of this policy is to provide guidance and expectations for employee standards of conduct. This policy recognizes that freedom of speech and/or expression supersedes this policy.</p> <p>This policy is intended to foster positive, supportive employee relations, create a productive work environment for MCC's academic programs and administrative services and help to create a campus environment conducive to the mission of MCC.</p>
APPLICABILITY	<p>This policy applies to all MCC Board members, faculty, staff, administrators, officers, contract workers, contractors (independent and otherwise), and vendors (herein collectively sometimes referred to as "members of the MCC community"). All are expected to promote positive behavior and to lead by example by treating each other and our students with respect and dignity. Emphasis is placed on creating a work environment where established standards of conduct are clear, communicated, and consistently enforced, and where corrective action is used fairly and appropriately to deal with instances of unacceptable behavior.</p>
ETHICAL STANDARDS	<p>All Metropolitan Community College (MCC) personnel shall endeavor to adhere to the high ethical and professional standards required by virtue of the relationship between one another and/or students. The American Counseling Association, as revised, shall be the standard of conduct for District personnel engaged in such activities.</p> <p>All MCC employees, are expected to abide by the provisions and applicable provisions of the Drug-Free Workplace Act of 1998 (<i>3.30060 Board Policy Drug free Workplace, Campus and Community</i>).</p> <p>All MCC employees shall perform their duties in accordance with state and federal law, Board Policy and District Procedure, and ethical standards (<i>3.30030 Board Policy Employee Obligations</i>).</p> <p>All MCC employees shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interest of the MCC community.</p> <p>Employees wishing to express concern, complaints or criticism that relates to a policy violation shall do so through their supervisor or HR director of employee relations.</p> <p>An employee shall not:</p> <ol style="list-style-type: none">1. Solicit, accept or agree to accept any benefit, gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence official conduct. (<i>2.25010 Board Policy Conflict of Interest/Code of Ethics</i>)

Intentionally or knowingly solicit, accept or agree to accept any benefits for exercising the employee's official powers or performing official duties in favor of another; (2.20010 BP – Gifts) Disclose confidential information inappropriately. (2.25010 Board Policy Conflict of Interest/Code of Ethics)

Accept employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization or professional activity that could reasonably be expected to impair the employee's independence of judgement in the performance of official duties in accordance with 3.30030 BP – Employee Obligations.

2. Make personal investments, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest; (2.25010 Board Policy Conflict of Interest/Code of Ethics)
3. Utilize MCC time, property, supplies, personnel, facilities or equipment for any purpose other than official MCC business, unless such use is reasonable and incidental and does not result in any direct cost to MCC, interfere with official duties, or interfere with MCC functions; (2.25020 Board Policy – Use of District Resources)
4. Utilize the employee's official position, or MCC issued items, such as a badge, to obtain inappropriate financial gain or privileges, or to avoid consequences of illegal acts;
5. Knowingly make misleading statements, either oral or written, or provide false information in the course of official MCC business;
6. Fail to cooperate in a college investigation or audit;

An employee shall:

1. Perform the employee's official duties in a lawful, professional, and ethical manner befitting MCC. All interactions should be handled with professionalism and employees should treat each other with mutual respect.
2. Report (if aware of) any conduct or activity that the employee believes to be in violation of this Standards of Conduct policy to the HR Director of Employee Relations & Engagement and/or MCC Legal Counsel;
3. Endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of MCC.
4. Notify the Director of Employee Relations and Engagement of a felony conviction or the loss of a license or certificate required for the position.

SOCIAL MEDIA

MCC employees are personally responsible for any social media activity conducted using an MCC email address or on an MCC website; and/or which can be traced back to an MCC domain; and/or which uses MCC's Information Systems; and/or

which expressly or implicitly identifies you as an MCC employee (staff, faculty or administrator).

In accordance with applicable laws and regulations, subject to other MCC policies, this Policy does not prohibit employees from using social media to discuss among themselves, even in terms that may be critical of MCC, matters relating to the terms and conditions of their employment.

Please be mindful that posts on social media may be replicated quickly, be taken out of context, and will remain public for an indeterminate amount of time. Actions and statements have the ability to not only affect individuals, but also others at MCC and the institution as a whole.

When personally engaging on social media, an MCC affiliation on a profile has the ability to affect the Institution as a whole. If affiliation with MCC is identified in a profile or comments, other users may naturally associate it with the Institution.

1. Employees will not use MCC's identity, such as name, color and emblems except as permitted through certain job functions (i.e. Marketing). Employees should not create or develop social media accounts, profiles or initiatives bearing MCC's name without prior approval from MCC Marketing.
2. Avoid engaging in behavior that could cause actual or apparent conflicts of interests and conflicts of commitment on social networks. The activities include, but are not limited to:
 - a. Using MCC resources or property for personal gain (using MCC social media profiles to enhance or endorse personal communication or personal social media profiles);
 - b. Using confidential or privileged information acquired in connection with MCC supported activities for personal gain;
 - c. Accepting gratuities or unsolicited gifts from private or public organizations with which MCC does or may conduct business; and
 - d. And using MCC resources in a purely incidental way for any purpose other than the performance of the employee's job function.
3. Maintain the confidentiality of proprietary or protected information. Employees should not disclose, post or share proprietary MCC information, data, or communications. This includes, but is not limited to, intellectual property, operating plans, vendor communications, financial data, internal presentations and correspondence and information protected under FERPA and HIPAA.
4. Express political opinions and engage in political activities only in an individual capacity and avoid the appearance that an individual is speaking for or acting for MCC in political manners.

MCC STANDARDS OF CONDUCT

3.50020 BP
BOARD POLICY

5. Do not post personal information about students and/or members of the MCC community unless given permission. Behavior should be consistent with the Information Security policies of MCC. In addition, include, where possible, a profile statement that indicates views expressed do not constitute official statements on behalf of MCC.

6. If identifying as an MCC employee in a personal post, also make it clear that views are personal and not formally representing MCC. If higher education is discussed on a personal social media site, include a sentence similar to this: "The views expressed on this (blog, page, site) are mine alone and do not necessarily reflect the views of MCC."

PROHIBITED
CONDUCT

MCC does not tolerate any type of workplace violence committed by or against employees or third-party contractors or vendors. Employees or third-party contractors or vendors are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, are examples of prohibited conduct:

- Inflicting physical injury to another person;
- Making threatening remarks to employees or students;
- Aggressive, hostile, or menacing behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress using the reasonable person standard;
- Intentionally damaging employer property or property of another employee;
- Possession of a dangerous weapon

CONSEQUENCES

Employees determined to have violated this policy are subject MCC's Progressive Discipline Procedure, Administrative Leave and/or termination of employment. Any act of an unlawful nature will be referred to local authorities.

Other action taken against violators may include mediation, referral to MCC's Employee Assistance Program, or other remediation as determined by Human Resources and/or College Police in collaboration with the employee's supervisor and College Leadership.

Depending on the circumstances, College leadership may request College Police or other law enforcement to remove from the premises any employee or third-party contractors or vendors who make threats, exhibit threatening behavior, harass others, attempt to intimidate employees, or intentionally damage property.

POLICY
MODIFICATION

This policy may be modified or revoked at any time at the sole discretion of MCC's Board of Trustees.

REFERENCED

2.20010 Board Policy Gifts
 2.25010 Board Policy Conflict of Interest/Code of Ethics
 2.25020 Board Policy – Use of District Resources
 2.25060 Board Policy Social Media
 3.25090 Board Policy Political Activities
 3.30010 Board Policy Non-Discrimination & Harassment
 3.30030 Board Policy Employee Obligations
 3.30060 Board Policy Drug free Workplace, Campus and Community