

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**CODE OF CONDUCT**

Date approved by cabinet: April 26, 2023

Effective date: June 5, 2023

Expiration date (5 years from effective date if not renewed): June 5, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College is committed to the highest ethical, legal, and professional standards of conduct as an integral part of its core values. To achieve this goal, the College relies on each community member's ethical behavior, civility, integrity, and good judgment. All members of the BridgeValley Community must be aware of and comply with the relevant policies, standards, laws, and regulations that guide our work. Each member is individually accountable for our own actions and, as members of the BridgeValley Community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations, and policies.

Section 2. Scope

- 2.1. This Code applies to all persons, referred to as members of the BridgeValley Community and Technical Community including:
 - 2.1.1. Faculty, staff, and students,
 - 2.1.2. Members of the Board of Governors,
 - 2.1.3. Consultants, contractors, and others, when performing services for the College or interacting with members of the BridgeValley Community, acting on behalf of the College, or otherwise required under contract to comply with this code; and
 - 2.1.4. Individuals who perform services for the College as volunteers.

Section 3. Procedures

- 3.1. All members of the BridgeValley Community are responsible for sustaining the high ethical standards of this institution and of the broader community in which we serve and function. The College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty, and fairness and strives to integrate these values into its education, work, services, and business practices. This Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding the College's expectations of them. This Code of Conduct supplements but does not supersede any other published College policies. Violations of the Code of Conduct may

result in disciplinary or corrective action up to and including termination of employment, contractual services, or volunteer services, as applicable.

3.2. Standards of Integrity and Quality

3.2.1. BridgeValley recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the College. BridgeValley must always strive to maintain the highest standards of integrity and quality.

3.2.2. There are times when BridgeValley's business activities and other conduct of its community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will always govern our conduct.

3.2.3. Everyone is required to conduct College business transactions with the utmost honesty, accuracy, and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even if such practice is "customary" outside of BridgeValley or even if some of the goals it serves are worthy. Expediency should never compromise integrity.

3.3 Respect for Persons

3.3.1. BridgeValley places a high value on human relations, human diversity, and human rights. Consistent with these values, the College strives to maintain a work environment that is characterized by mutual respect for all individuals. The College prohibits discrimination and harassment and provides equal opportunities for all Community members and applicants regardless of race, color, religion, religious creed, national origin, ancestry, genetic information, marital status, age, sex (gender, gender identity, gender expression), sexual orientation, disability (physical or mental), military status, veteran status, and other factors prohibited by law. Such behavior will not be tolerated. As befitting the College's commitment to its mission, community members are expected to treat one another, students, and the general public in a cordial and respectful manner. For example, the following behaviors are specifically prohibited:

3.3.1.a. Disorderly conduct, including but not limited to using discriminatory, profane, abusive, or threatening language, fighting, provoking a fight, threatening or attempting bodily harm or injury to another on college property or during college activities; or other conduct which threatens or endangers the health, safety, or wellbeing of a community member, wherever it occurs.

- 3.3.1.b. Sexual harassment of employees, students, donors, customers, visitors, vendors, or any other person on college property or during college activities.
- 3.3.1.c. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work-related function. Unprofessional activities such as threatening or intimidating behavior, possessing or posting offensive materials in the work area or accessing inappropriate materials on work computers are strictly prohibited.
- 3.3.1.d. Members should not participate in rhetorical talk or writings that may defame, discredit, or malign a member or members of the College or the College itself. This action or involvement is strictly prohibited.

3.4. Respect for Property

- 3.4.1. Members of the College community must be responsible stewards of the College's resources and exercise prudent financial management in their stewardship of the College's resources. Consistent with this value, employees are specifically prohibited:
 - 3.4.1.a. Willful or careless damage to college property.
 - 3.4.1.b. Theft or other dishonesty.
 - 3.4.1.c. Tampering with or destroying College data, records, or other information without authorization; gaining unauthorized access to such information; disclosing confidential information; or otherwise, misusing college data or information.
 - 3.4.1.d. Unauthorized use of college vehicles, mail services, identification and credit cards, telephones, computers, or computer equipment, or other college equipment or materials.
 - 3.4.1.e. Unauthorized occupation or use of college facilities.

3.5. Standards of Safety

- 3.5.1. The College is committed to maintaining the safety and security of all persons on college property and during college activities and to maintaining a safe and healthful working environment. Specific prohibited activities include:
 - 3.5.1.a. Possession of firearms, explosives, or other lethal materials on college property or during college activities. Exceptions to this standard include academic programs using explosives such as Blasting

Technology. All others must be approved in writing and administered by the Campus Police.

- 3.5.1.b. Possessing, drinking, or being under the influence of intoxicants on the job; unlawful possession, use or distribution of alcohol on college property or during college activities; illegally using, manufacturing, possessing, distributing, dispensing, or being under the influence of controlled substances on College property or during College activities. An exception to this is the consumption of alcohol in moderation at official College events in which alcohol is served.
- 3.5.1.c. Refusal to obey Police Officers, safety personnel, or Fire Officials during safety drills or emergency situations.
- 3.5.1.d. Failure to comply with safety rules, regulations, or common safety practices.
- 3.5.1.e. Failure to report an accident involving on-the-job injury or damage to college property. Use of any tobacco product is prohibited on college property.

3.6. Compliance with Laws and College Policies

- 3.6.1. College community members are expected to follow normally accepted professional standards and to exhibit personal and professional integrity and objectivity. The Faculty, Staff, and Administration of the College are expected to take precautions to ensure that outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the College. Specifically prohibited activities include but are not limited to:
 - 3.6.1.a. Deliberate falsification of any College record including employment applications, timecards, medical records, College work product, including deliberate modification of any College record or file undertaken for personal gain, malicious intent, or to conceal the truth.
 - 3.6.1.b. Conviction of a crime which could seriously affect the employee's work performance or the accomplishment of the mission of the College or of the division/office employing the individual.
 - 3.6.1.c. Violation of Federal, State or local laws, regulations, or ordinances in connection with one's work for the College.
 - 3.6.1.d. Soliciting, collecting money, or circulating petitions for personal gain on college property.
 - 3.6.1.e. Stealing from employees, students, and/or other persons on college

property.

- 3.6.1.f. Immoral or indecent conduct on college property which is defined as behavior which, when evaluated against statutes and policies, rises to the threshold for misdemeanor arrest or felony arrest.

3.7 Confidentiality, Privacy, and Information Security

- 3.7.1. BridgeValley Community Members receive and generate various types of confidential, regulated, proprietary and private information on behalf of the College. All members of the community are expected to comply with all applicable rules, laws, and regulations (whether federal, state, or local), contractual obligations, and College policies pertaining to the use, protection, and disclosure of this information. When disaffiliating from BridgeValley Community and Technical College members must return all information and property.

3.8 Other Misconduct

- 3.8.1. The College expects community members to strive for and always meet high quality job performance standards. Issues of misconduct compromise both the worker and the College. Specifically prohibited behaviors include but are not limited to:
 - 3.8.1.a. Gross insubordination, including willful disregard of a lawful and legitimate order from a supervisor, threatening a supervisor, and/or striking a supervisor.
 - 3.8.1.b. Obstruction or disruption of teaching, research, public service, or administration.
 - 3.8.1.c. Failure or refusal to maintain or obtain required licensure, certification, or registration.
 - 3.8.1.d. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Section 4. Response to Governmental or Other Investigations

- 4.1. BridgeValley is committed to cooperating with government investigations as required by law. If an employee receives a subpoena, search warrant or other similar document, before taking any action, the employee must immediately contact the Office of the President which will consult with General Counsel regarding the request.
- 4.2. If a government investigator, agent, or auditor comes to the College, an employee should contact his/her supervisor and the appropriate College office before discussing business

with such an investigator, agent, or auditor. If the appropriate office is unknown, the supervisor should contact the Office of the President.

Section 5. Adherence

- 5.1. Adherence to this Code requires that any suspected violations of applicable standards, policies, laws, or regulations be brought to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and does not jeopardize the College Community member's position or employment.

Section 6. Reporting to Management

- 6.1. Members of the College should report suspected violations of applicable laws, regulations, government contract and grant requirements or any College policies and procedures. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected violations to their immediate supervisor (e.g., the suspected violation is by the supervisor), or the employee is uncomfortable doing so, individuals may go to a higher level of management within their school, department, or division.
- 6.2. Other Reporting
 - 6.2.1. If for any reason it is not appropriate to report suspected violations through management channels within the school, department, or division, or the employee is uncomfortable doing so, individuals may go to:
 - 6.2.1.a. Human Resources/Chief Human Resources Officer
 - 6.2.1.b. The Office of the President
 - 6.2.1.c. Ethics Hotline at 304-205-6798