

Final (01/29/07)

Walters State Community College

Employee Code of Conduct

The Walters State Community College Employee Code of Conduct is intended to promote good practice and to maintain standards of behavior and conduct within the college. The Code of Conduct provides a framework for employees to carry out their responsibilities in keeping with the Vision, Mission, and Campus Compact.

Employees should refer to the Walters State Policy and Procedures Manual for additional policies, guidelines, and expectations for faculty and staff.

A Just and Caring Community

At Walters State, the well-being of each member is sensitively supported, service to others is encouraged, the integrity of the person is honored, and diversity is aggressively pursued. Consistent with these aspects of the Campus Compact, the college strives to maintain a work environment characterized by mutual respect among all individuals. As befitting Walters State's commitment to community, employees are expected to treat one another, students, and the public in a cordial and respectful manner.

Employees are expected to:

- Encourage student learning and achievement
- Promote high standards of behavior
- Acknowledge and value the role of all college stakeholders
- Be supportive of colleagues and encourage educational and professional development
- Be considerate of the special needs of staff, students, and others
- Comply with all aspects of the equal opportunities policy
- Refrain from using language or behaving in a manner that another person may find offensive or that may qualify as any form of unlawful harassment (such as sexual or racial harassment)
- Avoid behavior that may be construed as aggressive or threatening.

A Disciplined Community

Walters State is a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good. All staff and faculty must be responsible caretakers of Walters State's resources. Employees should exercise reasonable care in the use of college property and report any damage to college property to their supervisors and/or other appropriate Walters State officials.

Final (01 /29/07)

Employees are expected to:

- Adhere to the Drug Free Work Place Policy and report violations to the proper authority
- Observe traffic or parking regulations
- Be respectful of all college property by not damaging or destroying facilities or equipment
- Protect college data, records, and other information from theft, tampering, destruction, or falsification
- Follow guidelines for authorized use of motor pool vehicles, mail services, telephones, email, network and internet connections, computers and peripheral equipment, and other college equipment or materials.

Standards of Safety

The college is committed to maintaining the safety and security of all persons on Walters State property and during college activities and to maintaining a safe and healthy working environment.

Employees are expected to:

- Observe policies against possession of firearms, explosives, or other lethal materials on college property or during college activities, unless the employee falls within certain categories of employees who must use weapons in the course of their employment (such as campus police)
- Obey security officials or other proper authorities in emergencies
- Comply with safety rules, regulations or common safety practices
- Report any accidents involving on-the-job injury or damage to college property
- Comply with smoking policies

Compliance with Policies and Procedures

While in the work environment, employees are expected to follow acceptable professional principles in matters of business and personal conduct and to exhibit personal and professional integrity and objectivity at all times.

Employees must take precautions to ensure that outside financial interests do not present conflicts with college duties or responsibilities.

Employees are expected to:

- Comply with applicable laws and college policies and procedures
- Maintain accurate and true college records
- Take personal responsibility for, and pride in, the college environment
- Maintain an awareness of college-wide issues through communication channels

Final (01/29/07)

- Ensure that staff are kept informed and are encouraged to give feedback on college, unit, division, department, or office issues
- Obtain or maintain required licensures, certifications or registrations in accordance with job requirements
- Follow instructions or perform designated work or comply with directives of authorized college officials
- Maintain high work performance standards at all times
- Follow the college's policy on working hours
- Dress in a manner consistent with the work environment.

Responsibility to Inform Regarding Illegal or Unethical Practices in the Workplace

In accordance with Tennessee law, Walters State has a means by which individuals may report suspected or known improper or dishonest acts, including but not limited to, fraud, waste, and abuse. Employees are encouraged to report such acts by employees, outside contractors, or vendors.

More information regarding reporting suspected or known improper or dishonest acts may be found at the following link <http://ws.edu/intaudit/State%20Fraud%20Brochure.pdf> or by contacting the Director of Internal Audit. The reporting individual's confidentiality is protected under *Tennessee Code Annotated*, Title 10, Chapter 7 (subject to court action requiring disclosure). Tennessee law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts.