

COLLEGE CODE OF CONDUCT

PURPOSE: To state, as a part of the Franklin Pierce College work performance standards, expectations for employee behavior and attitude while employed on any of the College's campuses.

POLICY: The College expects all of its employees to behave in a professional, ethical, and reasonable manner at all times in order to support the mission and function of the College. If, in the opinion of the College, an employee offends this code, or in any way deviates from the work standards set to achieve this goal they may be immediately discharged without warning or notice.

DATE APPROVED: September 30, 2003

REVISION: March 7, 2005

PRACTICES & PROCEDURES:

Employees, in addition to fulfilling their individual job responsibilities, are also responsible for meeting a work performance standard that is acceptable to the College. Part of that work standard is expressed as a code of conduct which includes, but which is in no way limited to the following conditions of employment:

- A. Accurate and truthful representation of all information contained in an employment application and/or resume' in having obtained their College position;
- B. Compliance with all College policies and procedures, as stated in the Administrative Manual;
- C. Honesty;
- D. Courteous treatment of the public, and especially our customers; parents and students, as well as any other members of the College community;
- E. Abiding by rules that restrict access to private offices and other work areas, as well as inappropriate access to restricted or confidential information;
- F. Maintaining confidentiality concerning privileged or restricted information, which may become necessary to access in the performance of ones job, regarding other employees, students, and/or College business affairs;
- G. Maintaining a safe and orderly workplace, particularly in those areas that are used by members of the College community or the public; Appropriate dress in relation to the function one performs at the College;
- H. Employees shall be expected to maintain a neat and clean appearance when working.
- I. Some employees may be required to wear uniforms or special clothing (e.g., security, maintenance, and environmental services).
- J. Maintaining alert, healthy, productive work habits and have respect for the rights of others, and especially those rights granted and expressed specifically in the several policies contained in the Personnel Policies Manual;
- K. Maintaining accurate and pertinent records;
- L. Expending College funds and using College resources only for authorized and appropriate items;
- M. Responding to reasonable requests by any College authority;
- N. Abstaining from alcohol and other drug use sufficiently prior to and during work hours, unless in compliance with the College "Alcohol Use" policy and/or legal use of medication;
- O. Respecting any personal diversity in other members of the College community;
- P. Adhering to all local, State, and Federal laws, including but in no way limited to the "Drug-Free Campus Program" and "Sexual Harassment" policies.