

Olympic College Employee Code of Conduct

REV. 02/2020

1.0 Objective and Responsibilities:

The Revised Olympic College Code of Conduct links the College's Mission, Vision & Values Statement directly to the standards of professional conduct already woven throughout college policy. The code provides a central guide and reference for employees to support day-to-day decision-making, in accordance with existing college policy. To ensure that the College's core values are met, all college employees are expected to uphold these standards in the performance of work duties and responsibilities.

2.0 Expectations of Conduct:

The following is a list of conduct standards to which every college employee is required to adhere. Because it is impossible to list every situation which may occur in the workplace, this list is not considered all-inclusive, but provides guidance for ethical performance of duties and responsibilities:

Every college employee shall:

- 2.1 Maintain satisfactory attendance and punctuality. Absences require proper advance notification to immediate supervisor, or sufficient reason for absenteeism.
- 2.2 Promptly account at the end of each pay period for time worked and/or sick, vacation, or personal leave taken, using Employee Self Service (ESS) within the ctcLink system.
- 2.3 Properly maintain records, paperwork, electronic resources required in the transaction of OC business; and ensure such documents are not altered or destroyed unless authorized.
- 2.4 Carry out assigned duties, follow reasonable instructions or requests from supervisors and/or upper administration and otherwise comply with written College policy.
- 2.5 Take reasonable precautions to protect College property from damage or theft.
- 2.6 Adhere to acceptable use of College telephones, computers and/or internet.
- 2.7 Use College facilities/property only for authorized, work-related purposes.
- 2.8 Perform duties and operate equipment with care to protect the safety of employees, students, co-workers, and the public.
- 2.9 Make no malicious or false statement that is intended or could reasonably be expected to damage the integrity or reputations of the college or our employees, on or off campus.
- 2.10 Refrain at all times from fighting, encouraging a fight, acts or threats of physical violence, disorderly conduct, intimidation or coercion.
- 2.11 Refrain at all times from the use of abusive, offensive or obscene language, gesture or conduct, or lack of courtesy toward students, the public or fellow employees.
- 2.12 Promptly report any unsafe condition observed or experienced in any college facility or on college grounds.
- 2.13 Report to work fit for duty and free from the influence of alcohol, and/or drugs.
- 2.14 Adhere to all Olympic College Administrative Policies and Procedures.
- 2.15 Abide by WA. Ethics in Public Service law (RCW 42.52) governing conflicts of interest, misuse of confidential information, granting special privileges, receipt of gifts & honoraria, outside compensation & outside employment, misuse of College & state property, and political campaigning during work time or with public resources.
- 2.16 Communicate with fellow co-workers, employees, students and the public in a manner that is respectful, helpful, truthful, necessary, and constructive.

3.0 Imposition of Disciplinary Action for violations of College Policies:

- 1.10 Represented (Bargaining Unit) Employees – discipline will be administered in accordance with OC's Collective Bargaining Agreement with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).
- 3.20 Non-Represented Employees – the choice of which discipline to apply in any particular case is solely the Colleges'. Disciplinary action may include oral warning, written reprimand, suspension, demotion, or termination. Any step or steps of the disciplinary process may be skipped at the discretion of the College after investigation and analysis of the total situation, seriousness of the violation and circumstances involved. The use of any form of disciplinary action shall not affect or change an employee's "at-will" employment status.

4.0 Links to College Policies & Resources:

Olympic College Mission, Vision & Values:

<https://www.olympic.edu/about-olympic-college/mission-vision-values>

Olympic College Commitment to Civility and Academic Freedom:

<https://www.olympic.edu/about-olympic-college/board-trustees/olympic-policy-manual-table-contents>

Olympic College Anti-harassment & Anti-Discrimination Resources:

<https://www.olympic.edu/reporting-concerns-olympic-college>