

# Employee Conduct Code

In the interest of creating an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, the employee conduct code below is applicable to all employees. Outlined are various forms of conduct that are prohibited on any campus or work site of BSCC or at any function conducted or sponsored by BSCC or in which BSCC is a participant. Violations of the conduct code may result in reprimand, suspension, and/or dismissal. As specified in the applicable ACCS Policy, the activities outlined below are prohibited.

- Harassment (ACCS Policy 601.04)
- Gambling on College campuses
- Smoking, e-cigarettes, or the use of tobacco related products shall be prohibited in any enclosed, indoor area of any building or other educational facility, including state vehicles owned or operated by the institution, and no area therein may be designated for smoking, e-cigarettes, or the use of tobacco related products. (ACCS Policy 514.01)
- Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions are prohibited on campus or on any other facility operated by the institution. Except for law enforcement officers, legally authorized to carry such weapons who are officially enrolled in classes or any acting in the performance of their duties or an instructional program in which firearms are required equipment. (ACCS Policy 511.01)
- Abandonment of Position (ACCS Policy 618.01)
- Disclosure of confidential information (ACCS Policy 616.01)
- Pursuit of individual interest resulting in a conflict with the interest of the College (ACCS Policy 615.01)
- Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (ACCS Policy 601.01, 601.02, and 601.04)
- Use of official position and influence to further personal gain or that of a family member or personal associate (ACCS Policy 615.01)

In addition to the behaviors outlined above, the forms of conduct listed below are prohibited.

- Theft
- Tardiness
- Disruptive conduct
- Sleeping on the job
- Abuse of equipment or facilities
- Violation of published safety regulations
- Unauthorized solicitations on work premises
- Use of abusive or threatening communications
- Unauthorized use of equipment, facilities, or other resources
- Physical or verbal abuse of persons within the College community
- Possession, sale, distribution, or use of alcohol or other controlled substances
- Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties

Applicable provisions of the Students First Act of 2011 further specify that an employee's employment may be terminated for failure to perform his/her duties in a satisfactory manner, neglect of duty, incompetence, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just cause, provided that such termination shall not be made for political or personal reasons.

When appropriate, a reprimand or suspension action, rather than a termination action, may also be initiated by the President for any of those same causes.