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| POLICY | Approval – Board of Trustees | | |
| Title EMPLOYEE CONDUCT | | | |

1. PURPOSE AND SCOPE

The purpose of the policy is to provide guidelines for employee conduct at the College and College-sponsored/operated programs.

2. POLICY

It is the policy of the College that all employees professionally and positively represent the institution.

3. DEFINITIONS

3.1 Consensual Relationship: A romantic or sexual relationship.

3.2 Weapons: Any item that may be used to do bodily injury or damage to property, including but not limited to:

- 3.2.1** firearms
- 3.2.2** knives
- 3.2.3** explosives
- 3.2.4** flammable materials

4. REFERENCES

- Utah Code Annotated, Title 67, State Officers and Employees, Chapter 16 -Ethics
- Ogden-Weber Technical College Social Media policy (#520.22)
- Ogden-Weber Technical College Non-Solicitation policy (#520.24)
- Ogden-Weber Technical College Corrective Action policy (#520.2)
- Ogden-Weber Technical College Employee Sexual Harassment policy (#520.31)
- Ogden-Weber Technical College Conflict of Interest policy (#520.3)
- Ogden-Weber Technical College Employee Non-Discrimination policy (#520.38)
- Ogden-Weber Technical College Substance Abuse/Drug-Free Workplace Act policy (#520.49)

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1. General Guidelines

- 1.1. The college expects a level of conduct by all employees that includes mutual respect for others, basic courtesy, reciprocity, and behaviors that create a positive and professional environment in which to learn and to work.
- 1.2. Employees are expected to understand and follow all of the College’s policies, including, but not limited to misuse of College resources, conflicts of interest, and fraud, as well as the standards that pertain to the individual’s job and departmental organization, including those that apply specifically to safety and security.

2. Workplace Conduct

- 2.1. Employees shall not bring children and dependents, including but not limited to infants, toddlers, and school aged children, to work, except in cases of emergency and authorized by the employee’s supervisor.
- 2.2. Employees shall not violate any local, state, or federal laws governing the use or unlawful possession of firearms and weapons while on College property or at College-sponsored activities.

3. Ethical Behavior in the Workplace

- 3.1. All employees are expected to act with integrity at all times. This includes being honest, transparent, and ethical in all business dealings. Any fraudulent deceptive, or unethical behavior will not be tolerated.
- 3.2. Employees shall not sell or promote products or services for personal gain in the workplace.

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4. Performance of Duties

4.1. Employees shall not engage in any activity that could be considered a dereliction of duty, including but not limited to: unapproved absence without leave, abuse of leave, negligence in performing assigned duties or responsibilities, inattention to duty, or inappropriate leaving the work area.

5. Relationships

5.1. Employees in consensual relationships, those living in the same household, or with familial ties to any coworkers, subordinates, supervisors, or students, must promptly report these relationships to Human Resources.

6. Appearance

6.1 Employees shall maintain a professional appearance and grooming. Department supervisors may define acceptable standards for clothing and footwear based on the position and job duties, which must meet the professional image of the college.

7. Employee-Owned Property

7.1. Employees shall refrain from bringing personal property to the workplace. Any incidental or decorative employee-owned property should be clearly marked with a name. Items not clearly marked at time of separation from the College may not be returned to the employee.

7.2. Employees shall work with their supervisors and follow the College Purchasing and Requisitioning policy to acquire any items necessary to perform their job.

7.3. An employee who uses employee-owned property shall be responsible for any damage their property may cause.

7.4. Employee-owned appliances and furniture are prohibited on College property.

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7.5. Employee-owned electrical devices are prohibited on College property without prior approval from the department director.

7.6. Supervisors are authorized to ask employees to remove their personal materials if they are thought to be a safety hazard or if they interfere with the College's ability to conduct business.

8. Employee Responsibility

8.1. Employees shall promptly report and should assist management by providing information which may affect the safe and efficient operation of the College.

8.2. Employees are required to comply with federal, state, and municipal laws.

8.3. These guidelines are not to be considered all-inclusive.

8.4. Violation of this policy may result in disciplinary action, up to and including termination of employment.