



CODE OF CONDUCT

4.1.1 Washington College is committed to the highest ethical and professional standards of conduct as an integral part of its core values of critical thinking, effective communication, and moral courage. To achieve this goal, the College relies on each community member's ethical behavior, civility, honesty, integrity and good judgment.

The Code of Conduct establishes guidelines for professional conduct by representatives of the College including 1) executive officers, faculty, staff and other employees of the College 2) consultants, vendors and contractors when doing business with the College and 3) volunteers. The Code refers to all these persons collectively as "members of the College community" or "community members."

This Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding the College's expectations of them. This Code of Conduct supplements but does not supersede any other published College policies such as those contained in the Faculty Handbook and Staff Handbook. Violations of the Code of Conduct may result in disciplinary or corrective action up to and including termination of employments, contractual services, or volunteer services, as applicable.

Respect for Persons

4.1.2 Washington College places a high value on human relations, human diversity and human rights. Consistent with these values, the College strives to maintain a work environment that is characterized by mutual respect for all individuals. Such an environment has no place for harassment or discrimination based on race, color, religion, national origin, age, sex, sexual orientation, disability, and other factors prohibited by law. Such behavior will not be tolerated. As befitting the College's commitment to its mission, community members are expected to treat one another, students, and the general public in a cordial and respectful manner. For example, the following behaviors are specifically prohibited:

4.1.2.1 Disorderly conduct, including but not limited to using discriminatory, profane, abusive, or threatening language, fighting, provoking a fight, threatening or attempting bodily harm or injury to another on College property or during College activities; or other conduct which threatens or endangers the health, safety, or well-being of a community member, wherever it occurs.

4.1.2.2 Sexual harassment of employees, students, donors, customers, visitors, vendors or any other person on College property or during College activities.

4.1.2.3 Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work related function. Unprofessional activities such as threatening or intimidating behavior, offensive language, possessing or posting offensive materials in the work area or accessing inappropriate materials on computers are strictly prohibited.

Respect for Property

4.1.3 Members of the College community must be responsible stewards of the College's resources. Consistent with this value, employees are expected to exercise reasonable care in the use of College property and to report any damage to College property to their supervisors and/or other appropriate College officials. The following activities are specifically prohibited:

4.1.3.1 Willful or careless damage to College property.

4.1.3.2 Theft or other dishonesty.

4.1.3.3 Tampering with or destroying College data, records, or other information without authorization; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing College data or information. Confidential information is defined in State and Federal law and College Policies.

4.1.3.4 Unauthorized use of College vehicles, mail services, identification and credit cards, telephones, computers, or computer equipment, or other College equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have an expectation of privacy in anything they create, send or receive on the computer. The College may review, for business reasons, any and all aspects of any College computer system, including employee e-mail.

4.1.3.5 Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state or local law or disallowed by licenses, contracts, or College regulations.

Standards of Safety

4.1.4 The College is committed to maintaining the safety and security of all persons on College property and during College activities and to maintain a safe and healthful working environment. Specific prohibited activities include:

4.1.4.1 Possession of firearms, explosives, or other lethal materials on College property or during College activities. Exceptions to this standard must be approved in writing by the President and administered by Public Safety.

4.1.4.2 Possessing, drinking, or being under the influence of intoxicants on the job; unlawful possession, use or distribution of alcohol on College property or during College activities; illegally using, manufacturing, possessing, distributing, dispensing, or being under the influence of controlled substances on College property or during College activities. An exception to this is the consumption of alcohol in moderation at official College events in which alcohol is served. College events where alcohol is served must have servers who have received Training for Intervention Procedures (TIPS).

4.1.4.3 Refusal to obey security officials, Police Officers or Fire Officials, or other proper authorities in emergencies.

4.1.4.4 Failure to comply with safety rules, regulations or common safety practices.

4.1.4.5 Failure to report an accident involving on-the-job injury or damage to College property.

4.1.4.6 Smoking is prohibited in College buildings and outdoors within 25 feet of entrances and exits of campus buildings. Smoking is allowed in designated areas located around campus.

Compliance with Laws and College Policy

4.1.5 College community members are expected to follow normally accepted business and professional standards in matters of business and personal conduct and to exhibit personal and professional integrity and objectivity at all times. Faculty and staff of the College are expected to take precautions to ensure that outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the College. Community members

are expected to behave in a manner consistent with the accepted principles and values of Washington College. Specifically prohibited activities include but are not limited to:

4.1.5.1 Falsification of College records.

4.1.5.2 Intentional misrepresentation or falsification of academic credentials or work experience, either written or orally.

4.1.5.3 Violation of Federal, state or local laws, regulations, or ordinances in connection with one's work for the College.

4.1.5.4 Gambling for monetary gain on College property or during College activities. Charity events are specifically excluded from this standard.

4.1.5.5 Failure to observe campus traffic or parking regulations.

4.1.5.6 Soliciting, collecting money, or circulating petitions for personal gain on College property at any time without permission of the chief business officer or designee.

Work Performance

4.1.7 The College expects community members to strive for and meet high quality job performance standards at all times. Issues of poor performance or misconduct compromise both the worker and the organization. Prohibited behaviors include:

4.1.7.1 Refusal to follow reasonable instructions, perform assigned work, or comply with directives of authorized College officials.

4.1.7.2 Failure to wear proper uniform or identification in the prescribed manner as may be required. Departments may develop dress codes appropriate for their operation.

4.1.7.3 Sleeping on the job.

4.1.7.4 Failure or refusal to maintain or obtain required licensure, certification or registration.

4.1.7.5 Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

Standards of Attendance

4.1.8 The College depends upon community members to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all positions.

4.1.8.1 An absence without proper notification or satisfactory reason is unexcused. An absence for three (3) consecutive days without notification or satisfactory reason is considered a voluntary termination (job abandonment).

4.1.8.2 Tardiness is defined as arriving at work past the appointed starting time without supervisory approval. Repeated unauthorized tardiness will be grounds for disciplinary action.

4.1.8.3 Failure to report to the work place at the beginning of the work period, leaving the workplace prior to the end of the work period, and failure to inform the supervisor when leaving the work area are prohibited.

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