



## STANDARDS OF CONDUCT

Like all other organizations, the College requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among all members of the community. Employees of the College are expected to act professionally in their dealings with students, parents, visitors to the campus, vendors, and their peers. Best practices, professionalism, honesty and integrity should be exercised at all times.

In addition, administrators and supervisors are expected to maintain standards of conduct and performance, which promote the effective and efficient accomplishment of the goals and objectives of their individual positions, their departments and divisions, and the overall mission of the College.

For this reason, it may be helpful to identify some examples of types of conduct that are impermissible. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples.

1. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.
2. Immoral or indecent conduct, use of profanity or vile language, fighting, causing confusion by shouting, engaging in horseplay, scuffling, or throwing things, and other forms of disorderly conduct on the premises of the College.
3. Altering or falsifying any time-keeping records, punching another employee's time card, allowing someone else to punch one's time card, removing any time-keeping record from the designated area without proper authorization, or destroying such a record.
4. Using another person's identification card, or permitting another employee or outside person to use one's own identification card. Employees should be prepared to show their identification card at the request of any member of the Administration or Campus Safety Office.
5. Inappropriate use of time, such as, wasting time, loitering, or leaving College premises during working hours without permission, taking more than specified time for meals or for break periods, sleeping on the job during working hours, or participating in any student activities or demonstrations during working hours.
6. Using any institutional property for personal purposes or for personal gain. Institutional property includes, but is not limited to, College stationery and/or postage, office supplies, telephone equipment and systems, computers, vehicles, tools, keys, credit cards and purchasing privileges.
7. Possessing weapons or explosives on College premises without written authorization.
8. Falsifying or making a material omission on an employment application or any other College record.
9. Possession, distribution, sale, or use or being under the influence of alcoholic beverages or illegal drugs while on College property, while on duty, or while operating a vehicle or potentially dangerous equipment, leased or owned by the College.



10. Harassing, threatening, intimidating, coercing or interfering with fellow employees, and making false or profane statements concerning any employee of the College.

11. Vending, soliciting, or collecting contributions for any purpose whatsoever on College premises unless authorized by the Administration.

12. Posting or removing any matter on bulletin boards on the institution's premises without proper authorization. Distributing written or printed matter of any description on the institution's premises without appropriate approval. Employees should consult Human Resources or the Dean of Students for information regarding the approval process.

13. Sabotage, unauthorized removal or possession of, or misusing, destroying, or causing damage to, any College property, or property of any employee, student, or visitor.

14. Violating a safety rule, safety practice, or the College Regulations Governing the use of Motor Vehicles, and interfering, or failing to cooperate, with Campus Safety Officers in the performance of their duties.

15. Misconduct such as actions or behavior which are detrimental or disadvantageous to the mission of the College, or which violate College policies or federal, state or local laws, and/or which may cause harm, damage, or injury to any member of the campus community, visitors and/or College property.

16. Unsatisfactory job performance

Employees who are found to have violated the standards of conduct will be subject to the disciplinary process up to and including termination of employment.

**It should be remembered that employment is at the mutual consent of the employee and the College. Accordingly, either the employee or the College can terminate the employment relationship at will, at any time, either with or without cause or advance notice**

#### **WHISTLEBLOWER PROTECTION POLICY**

A whistleblower as defined by this policy is an employee of the College who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Whistleblower protections are provided in two important areas – maintain confidentiality and prevent retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may be to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Associate Vice President, Human Resources & Organizational Development immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.



### **Reporting Fraud, Wrongdoings and Unlawful Activities**

If an employee of the College has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Associate Vice President, Human Resources & Organizational Development. The employee must exercise sound judgment to avoid baseless allegations. All reports of illegal and dishonest activities will be promptly investigated and recommendations for corrective action will be made.

Any employee may report allegations or suspected wrongful or unlawful activities. An employee's reporting of an allegation of wrongful or unlawful activities made with the belief in the truth of the allegation based upon the facts will be considered to be done in good faith, regardless of the outcome. An allegation is not in good faith if made with reckless or willful disregard of facts that would disprove the allegation. An employee who intentionally files a false report of wrong doing will be subject to discipline up to and including termination.

Allegations of suspected or unlawful activities may be reported anonymously. Employees are encouraged to submit a report in writing so as to assure a clear understanding of the issues raised, but a report may be made orally. Such reports, whether made in writing or orally, should be factual and contain as much specific information as possible and include, at a minimum, the names of the parties involved, the location of the incident(s), and the nature of the possible wrongdoing or unlawful activity.

### **Where to Report**

Allegations regarding unlawful, fraudulent, or unlawful conduct, misuse of College property, technology, or facilities; health and safety violations; misrepresentation of fact; and falsification of non-financial records should be reported to the:

- Associate Vice President, Human Resources & Organizational Development, or
- Dean of Students (if the victim is a student)

Allegations regarding theft of College property, falsification of financial records, and misappropriation of funds should be reported to:

- Associate Vice President, Human Resources & Organizational Development I, or
- Chair of the Board of Trustees Audit Committee

If an employee is in doubt about whether to report an allegation, answering the following questions will help:

- Do I suspect or know illegal or improper conduct has occurred?
- Do the issues or concerns remain unresolved or ignored?

If an employee answers "YES" to these questions, the employee should report the allegation.

### **Confidentiality**

Confidentiality is an important part of this policy and the reporting process. An employee's identity will be kept confidential to the extent possible and may be shared on a need-to-know basis or if there is a legal requirement to do so.

### **Outside Agencies**

Nothing in this policy prohibits or limits an employee's right to report allegations of wrongful or illegal activity directly to applicable local, state, or federal agencies.



**STANDARDS OF CONDUCT POLICY ACKNOWLEDGMENT**

As an Employee of Whittier College, I acknowledge that I have received and read a copy of the Standards of Conduct Policy as if the date recorded below.

Name (please print): \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_