

**Category:** Personnel

**Policy Title:** Code of Conduct

**Policy Statement:** Although college employees come from different backgrounds, they are brought together to serve our students. Employees should take seriously the special responsibility which public service requires and value participation in the work of education.

As public servants, employees should strive to serve with respect, concern and responsiveness. They should demonstrate the highest standards of personal integrity, truthfulness and honesty in all public and private activities. Because they serve the public, it is especially important for them to conduct themselves in a manner that assures and promotes the public's trust in Garden City Community College.

### **Procedures: Compliance with Applicable Laws and Regulations**

Garden City Community College is a public institution and operates under the laws of Kansas as a political subdivision of the state as provided in Kansas Statutes Annotated 71-201 et seq. The institution operates in compliance at all times with state laws wherever the institution does business and state law applies. Employees are expected to conduct their activities in full compliance with all applicable laws and regulations, including but not limited to all environmental laws and regulations, and all laws, regulations, and internationally adopted restrictions concerning fair trade practices and compliance with applicable laws pertaining to bribery, fraud, kickbacks, and corruption. This would also include the provisions of the Foreign Corrupt Practices Act.

### **Health and Safety**

Employees must ensure a safe and healthy work environment, operating in full accordance with applicable provisions of the Occupational Health and Safety Practices Act (OSHA).

### **Harassment or Abuse**

Employees must respect the rights and dignity of their fellow employees. Human rights abuses, including physical, sexual, psychological, or verbal harassment or abuse of workers, will not be tolerated.

### **Discrimination**

Individuals must be employed, retained, and compensated based on their ability to perform their jobs. It is a violation of this Policy to discriminate in the provisions of employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educating settings if the basis of the discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, or veteran status.

### **Sustainability**

Garden City Community College is committed to fiscal, social, and environmental responsibility.

### **Conflicts of Interest**

Conflicts of interest are outlined in the Conflict of Interest and Outside Employment policy.

**Contacts:** Vice President for Administrative Services

**Approved Date:** 8/29/2018

**Policy History:**

**Keywords: Related Form:** employee, code, conduct