

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the following ethical standards.

All employees of Kilgore College will hold themselves and each other to the following code of ethics and ethical standards. The Code of Conduct shall apply to all faculty members, staff, and volunteers both while they are on the premises of the College District and when they are away representing the College District or attending a College District function.

The goal shall be to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees. The Code of Conduct shall be as follows:

1. Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic information.
2. Strive to help each student realize his or her full potential as a learner and as a human being.
3. By example and action, encourage and defend the unfettered pursuit of truth by employees and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. Work to enhance cooperation and collegiality among students, faculty, administrators, Board members, and other personnel.
5. Recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage, embarrass, or violate the privacy of any other person.
6. Maintain competence through continued professional development, demonstrate that competence through consistently

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

7. Work cooperatively and respectfully with all Board members, employees, and students, and act in the best interest of the College District as a whole.
8. Make the most judicious and effective use of the College District's time and resources.
9. Fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.
10. Support the goals and ideals of the College and act in public and private affairs in such a manner as to bring credit to the College.
11. Refrain from accepting or soliciting any gift, favor, service, or benefit that we should reasonably know is offered with the intent to influence our decisions or actions. Likewise, refrain from soliciting, accepting, or agreeing to accept any unauthorized personal gifts, services, or other benefits from having exercised the powers and responsibilities of our official positions.
12. Refrain from engaging in sexual harassment or sexual violence of students, colleagues, or any other person, including at off-campus activities and events, and adhere to the College District's Antiharassment and Complaint Policy.
13. Observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
14. Support the right of all employees to academic freedom and due process.
15. Refrain from supporting the continuation of employment by the College District of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
16. Participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco and E-cigarettes

Smoking/tobacco products, including electronic cigarettes, are allowed in designated outdoor areas only. Such products are prohibited in all other areas as well as inside all facilities and vehicles owned, leased, or operated by the College District. College District regulations and municipal ordinances apply equally to all College District faculty, staff, students, administration, and visitors. Everyone is expected to dispose of cigarettes properly. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall notify the employee's immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

**Consensual
Relationships**

Consensual dating, romantic, or sexual relationships between employees, or an employee and a student, can create significant problems, conflicts of interest, and/or appearances of impropriety that impair the workplace or educational environment. The College District strongly discourages such relationships and any conduct that might reasonably be expected to lead to a dating, romantic, or sexual relationship.

Consensual dating, romantic, or sexual relationships between individuals in unequal positions are inherently problematic, may lead to potential claims of sexual or other harassment, and are potentially inconsistent with the College District's mission and purpose. A College District employee is prohibited from engaging in any consensual romantic or sexual relationship with:

1. A student or student-employee to whom the employee has responsibilities to teach, advise, coach, supervise, counsel, evaluate, or otherwise facilitate the student's academic career or any extracurricular activity; or
2. Any employee or member of the College District community in which the employee has any direct or indirect supervisory responsibilities.

A violation of this policy may be cause for disciplinary or corrective action up to and including termination of employment.

Complaints may be initiated by any student, employee, or other member of the College District community who is or has been in a romantic or sexual relationship or who is or has been the subject of overt romantic or sexual advances, or by third parties who allege they have been specifically adversely affected by such a relationship. [See DGBA and DIAA]