

EMPLOYEE STANDARDS OF CONDUCT

1.01 All employees, members of the Board, and representatives of the College District will reflect the highest professional standards of ethics and integrity and always conduct official duties in accordance with the laws of Texas and the United States and the goals and mission of the College District. [See AE] Employees are also encouraged to act in accordance with professional codes of ethics related to their position at the College District. All employees and members of the College District community will:

- 1.01.1** Be responsible for protecting confidential information.
- 1.01.2** Refuse to accept any gift, favor, or service that might reasonably tend to influence the discharge of official duties if such gift, favor, or service is offered with the intent to influence or control.
- 1.01.3** Refuse to accept any gift, regardless of value, from an entity associated with or travel to, for professional purposes, a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.
 - a. If an employee is approached by groups representing these countries, that offer gifts or travel, or alleged violations of this ethics policy, you may file a report with the Office of Human Resources.
- 1.01.4** Employees will notify the College of any personal travel to a foreign-adversary nation prior to their travel and submit a post-travel brief outlining details of the trip, including the dates and purpose of travel, with the Office of Human Resources.
- 1.01.5** Refrain from taking part in any foreign recruitment program by a foreign-adversary nation, such as the PRC's Thousand Talents Program.
- 1.01.6** Avoid personal investments that could reasonably be expected to create a conflict of interest.
- 1.01.7** Be responsible for the creation of a positive and constructive environment essential for the teaching/learning process. Basic to that environment is freedom from harassment, concern for the individual student, concern for colleagues, maintenance of a drug-free and weapon-free campus and concern for the image of the institution in the community. Care must be taken to maintain professional boundaries in any student interactions.
- 1.01.8** Ascribe to the judicious use of power vested upon their position in the institution and exercise particular care in relationships in which they have the responsibility for control. This is true whether it is the faculty/student or the supervisor/employee relationship.
- 1.01.9** Obey the law with respect to discrimination and oppose any violation of fair employment practices.
- 1.01.10** Keep proper records of all financial transactions and reports for which they are responsible.

1.01.11 Avoid using College District property or facilities for commercial purposes and avoid solicitation of students for commercial or political purposes.

1.01.12 Interact with colleagues and the community with a collaborative spirit to enhance the College District's mission, goals, and services for a better community. DH (LOCAL) 267

1.01.13 Practice the current code of professional ethics related to their educational field. This includes the use of social media and electronic communication guidelines for the profession.

1.02 Reported Criminal History Information An employee shall notify the College President within three (3) calendar days of any arrest, investigation, law enforcement report, indictment, conviction, no contest or guilty plea, disposition, or other adjudication involving the employee in any way for a felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

Crimes involving moral turpitude (including misdemeanor offenses), which include:

Dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; 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; act constituting public intoxication, operating a motor vehicle while under the influence of alcohol or drugs or disorderly conduct; acts constituting family violence abuse under the Texas Family Code.

FAILURE TO TIMELY REPORT ANY MATTER REQUIRED TO BE REPORTED UNDER THIS POLICY MAY RESULT IN ADVERSE EMPLOYMENT ACTION.

Adverse employment action may be taken for failure to meet the College's standards of professional conduct or for any other activity, work-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effective performance of assigned job duties.

DH
(REGULATION)

The Vice President of Business Affairs is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

Document History
Adopted: 02/2004
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