Personal Code of Conduct Policy

Policy Number	300.10.02	**Custodian**	Human Resources
Approved Date	08/11/2020		
Effective Date	08/11/2020	**Review Date**	August 2020
References:			

1. Purpose

WETCC employees can work together as a professional team, with consideration of the rights and interests of others.

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

3.1. Employees have a broad understanding of the policies, rules and procedures as to not disregard them; they include but are not limited to:

a. Conduct or performance on the job that indicates a lack of ability or failure to produce the quality and quantity of work the position requires; failure to fulfill the responsibilities of the job.
b. Deliberately attempting to cause poor morale among WETCC employees by action or attitude on the job. Creating or contributing to a hostile work environment. Threatening, intimidating, coercing, using offensive or abusive language, harassing, bullying, or interfering with visitors, supervisors, or other employees.
c. Any conduct while on company premises or on company business which reflects poorly on the WETCC, employees, students, or partners
d. Failure to comply with instructions or insubordination.
e. Engaging in unauthorized personal business during work hours. Including using a WETCC computer or telephone/cell phone for unethical purposes or nonwork-related purposes.
f. Unauthorized use of or removal of company property including disclosure of confidential information or records.
g. Destroying, damaging, defacing, or misuse of company property or the property of other employees, students, or visitors.
h. Falsifying or omitting information on an employment application or other company record.
i. Violation of appearance standards.

j. Soliciting or accepting unauthorized payment of expenses or gratuities
k. Unexcused or excessive absenteeism and/or tardiness and abuse of time limits; for this policy, three (3) consecutive absences without notification to the supervisor will be considered a termination of employment.
l. Violation of the Drug Free Workplace rules or the Alcoholic Beverages or Controlled Substances Policy.
m. Unauthorized possession of a dangerous weapon or instrument.
n. Retaliation for disciplinary actions or retaliation towards another who reported a violation.
o. Failure to report any illegal or immoral activity and/or failure to cooperate as requested.
p. Failure to notify your supervisor of a driver's license suspension or revocation if driving is part of your job description.
q. Failure to ensure that a personal work vehicle used for work purposes has current insurance coverage.
r. Failure to report accidents or injuries that occur during work hours or while in the performance of the WETCC duties within the established time frame.
s. Failure to comply with the Post-Accident Drug Testing Policy in the event of an on-the-job injury or accident.
t. Committing and/or failure to report criminal conduct or convictions that violate the primary duties or responsibilities related to work, whether the offense happened on or off the job.
u. Failure to appropriately report a conflict of interest (real or perceived).

4. Definitions

4.1. Code of Conduct. Ethical and professional behavior expected of WETCC's employees.

5. Procedures

5.1. Supervisors are to investigate any allegations of infractions and take corrective action.

5.2. It may be determined that certain behaviors not described in the WETCC Personal Code of Conduct standards warrant disciplinary action up to and including termination of employment without notice.

5.3. The Human Resources Department is to ensure that all disciplinary action(s) proposed are legal, fair and consistent within WETCC and in conformance with 300.29.01 Corrective Action Policy.

Revision History

Rev. Date	Rev. No.	Revision
1/15/2025	2.	Housekeeping; New Format; Change Custodian
08/11/2020	1.	Original