Allegany College of Maryland

CODE OF ETHICS AND EMPLOYEE STANDARDS OF CONDUCT

Adopted date 2023
Revised Date (if applicable) 2023
Approved by Board of Trustees 04/17/2023
Implementation Date 04/17/2023
Type of Policy Operational

INTRODUCTION AND PURPOSE

Allegany College of Maryland is committed to upholding high ethical standards in all dealings with the public and the communities we serve, our students, our employees, our alumni, and our donors. These standards are in accordance with all applicable laws and regulations and with college policies and procedures. To formalize the College's commitment to these critical ethical standards, the Board of Trustees has adopted the following Code of Ethics and Employee Standards of Conduct Policy.

This Code reflects the College's established policies and principles governing the behavior of all members of the College community and is intended to function as a useful summary of ethical principles and to emphasize the importance of observing these principles. As such, this Code draws on the ethical and behavioral standards in many separate College policies and applicable laws. This Code supplements but does not supplant other College policies and applicable laws.

POLICY

I. SCOPE OF THE POLICY

The Code of Ethics and Employee Standards of Conduct applies to all employees of Allegany College of Maryland. Students employed by the college are bound by both the Employee Standards of Conduct and the Code of Student Conduct.

II. MARYLAND PUBLIC ETHICS LAW

Allegany College of Maryland employees are subject to all provisions of the Maryland Public Ethics Law. This law sets standards of conduct for State and local government officials and employees and requires disclosure of the financial affairs of public officials; guards against improper influence on public officials; or the appearance of conflict of interest.

III. POLICY STATEMENT

All members of the College community are expected to observe the highest standards of ethical and professional conduct, and to conduct all business and related professional activities in good faith and with fairness, accuracy, integrity, and respect for others.

A. Ethical and Professional Conduct

All employees have an individual responsibility to deal ethically and professionally in all aspects of their work. Ethical and professional conduct refers to employees' performing their duties within a framework of sound, honest, and responsible behavior. Employees are expected to act with due recognition of their position and to assume responsibility for applying these standards of ethical and professional conduct. Administrators and supervisors must assume responsibility for ensuring their conduct and the conduct of those they supervise comply with this Code.

Employee Standards of Conduct include, but are not limited to:

- Employees shall be competent and efficient in the performance of their duties.
- Employees shall not be deliberately careless or negligent in the performance of duty.
- Employees shall not be absent and/or tardy without good cause and/or be guilty of a high rate of absenteeism and/or tardiness.
- Employees shall obey reasonable directions given by their supervisor(s).
- Employees shall not engage in dishonest practices, such as stealing of college property, falsification of records, misrepresent hours worked or leave used, etc..
- Employees shall not engage in any behavior that is violent, abusive, harassing, damages property that does not belong to them, or endangers the safety of any person.
- Employee shall not use, access, attempt to use, or attempt to gain access to documents, records, equipment, or campus locations they are not authorized to use or access. Similarly, when authorization exists, Employee shall exercise the authorization only for bona fide activities necessary for their position.
- Employees shall not report to work while impaired by the use of drugs and/or alcohol, and Employees shall not consume or ingest substances that cause impairment while at work, during breaks with the intention of returning to work, or while using any College vehicle.
- Employee shall avoid engaging in any conduct that brings sensational or adverse publicity upon the College.
- Employee shall not represent himself or herself as speaking on behalf of the College unless specifically authorized to do so. The Employee shall maintain the right as a citizen to speak outside the institution on matters of public interest, so far as this does not interfere with their job performance or ability to perform their assigned work. When expressing a personal viewpoint, the Employee shall make clear that the position is their own and not the College's.
- Employees shall comply fully with all laws, state/federal regulations, written ethics rules specific to a particular profession, licensure standards, and college policies and procedures.
- Employees shall conduct themselves in accordance with these standards at all times while representing the College, whether on duty or off duty.

When in doubt about the propriety of a proposed course of action, the employee should seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course.

Existing College policies and principles on Ethical and Professional Conduct include:

Faculty Handbook
Academic Regulations
Duty to Report
Whistleblower Policy
Employee Disciplinary Policy
Employee Performance Management Policy
Alcohol and Drug Policy
Sick and Safe Leave

B. **Respect for Others**

The College is committed to maintaining an environment that encourages mutual respect, promotes civil and collaborative relationships among faculty, staff, and students, and is free from all forms of harassment and violence.

All members of the College community have the right to work in a respectful workplace. To promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to abide by these values and standards of interpersonal behavior, communication, and professionalism:

- We respect and value the contributions of all members of our community, regardless of status or role in the organization;
- We treat all members of the College community with respect, civility, and courtesy;
- We work honestly, effectively, and collegially with employees and others;
- We respect and value the views and opinions of others, even though they may differ from our own;
- We resolve to work together with respectful and courteous written and verbal communication, to listen openly and to effectively manage disagreements among employees;
- We respect the needs, views and expectations of our students, members of the public, and others who study, work, or visit our community;
- We recognize that differing social and cultural standards may mean behavior that is acceptable to some may be perceived as unacceptable or unreasonable to others;
- We abide by applicable rules, regulations, policies, and bylaws and address any dissatisfaction with, or violation of, policies and procedures through appropriate channels;
- We demonstrate commitment to continuous personal and professional learning and development;
- We respect the property and personal interests of those around us, including those of the College itself;
- If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, hold individuals accountable for their behaviors, and are responsive to complaints when they are brought forward.

Existing College policies involving Respect for Others include:
Non-discrimination
Sexual Harassment & Sex Discrimination
Equal Employment Opportunity
ADA/504 Policy
Workplace Violence Prevention
First Amendment Speech & Expression Policy

C. **Conflicts of Interest**

All members of the College community should be sensitive to situations that could raise questions of potential or apparent conflicts between personal interests and the College's interests. A "conflict of interest" exists whenever your private interests interfere or conflict in any way (or even appear to interfere or conflict) with the College's interests. A conflict of interest can arise when you take actions or have interests that may make it difficult to perform your work for the College objectively and effectively. A conflict of interest may also arise when you, family members, personal associates, or other third parties receive improper personal benefits due to your position with the College, regardless of the source of those benefits.

Existing College policies involving Conflicts of Interest include:
Nepotism and Personal Relationship
Political Office
Outside Employment

D. **Confidentiality**

The College is entrusted with many kinds of confidential, proprietary, and personally identifiable information regarding employees, students, alumni and donors, and College business dealings. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, during or after employment.

Records containing employee's personally identifiable information are confidential. An employee may not use confidential information gained in the course of employment other than in the performance of official duties. Such information should be disclosed only to authorized college personnel having a "need to know" or pursuant to lawful process as approved by the Office of Human Resources, Dean of Student and Legal Affairs, or College Counsel. No one outside the College shall have access to employee personal data or other confidential information; nor will the College disclose any personal data or other confidential information unless required by law.

Existing College policies involving Confidentiality include:
Confidentiality Policy
FERPA
Public Information Act Policy
Technology Resources Policy
Technology Security Policy
Breach Notification Policy
Wireless Network Security Policy
Sexual Harassment & Sex Discrimination Policy
Youth Protection Policy (in development)
Solicitation Policy (in development)

E. **Use of College Resources**

Employees must use college property, funds, technology, time and other resources for legitimate business purposes. Employees must not use college resources or property for anything other than College purposes. Employees are expected to be responsible stewards when using college funds for business expenditures and business travel.

F. **Gifts and Honoraria**

At Allegany College of Maryland, an employee can accept an honorarium for work done on the employee's own time, of if personal or annual leave is taken, provided that the arrangement is allowable under the Maryland Public Ethics Law. The full law can be viewed on the Maryland State Ethics Commissions Web Page.

Employees may not solicit gifts for themselves or others, and generally may not accept gifts from lobbyists or those regulated by or doing (or seeking to do) business with the College.

IV. RESPONSIBLE REPORTING

Members of the College community are expected to report violations or concerns about violations of this Code of Ethics and Conduct that come to their attention. Employees who are Mandated Reporters pursuant to state or federal laws/regulations shall promptly report to Campus Safety/Special Police, Human Resources, and/or the Dean of Student & Legal Affairs. Reporting employees must make a reasonable attempt to ascertain the correctness of any information the employee reports.

1. An employee is encouraged to make reports to their immediate supervisor. If the employee feels unable to do so, the employee should report the issue to the next level supervisor, the Dean, Vice-President, or the Human Resources Office; or
2. An employee may follow the reporting process outlined in the appropriate policy from Section II above; or
3. An employee may file a report with the College's third-party ethics and compliance hotline provider. Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by the College into the issue being reported. It is possible that, due to the information provided in the report, the reporter's identity may become known to us during our investigation.

Reports can be made 24 hours a day/7 day a week either by:

- Website: www.lighthouse-services.com/allegany
- (877) 690-0002
- Email reports to: reports@lighthouse-services.com (include ACM name with report)
- Fax: 215-689-3885 (include ACM name with report)

V. NO RETALIATION

Employees are protected from retaliatory action or discharge if in good faith they report or attempt to report a policy violation or suspected illegal activity. For this policy's purposes, illegal activities are violations of federal or state civil or criminal code or any regulation intended to protect the public health, safety, or welfare. Employees are also protected from other forms of retaliation for reporting or seeking guidance regarding potential or actual criminal conduct.

Anyone filing a report concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VI. CONSEQUENCES OF VIOLATIONS OF COLLEGE POLICIES

Employees are responsible for ensuring their own conduct and the conduct of anyone reporting to them fully comply with this Code and College policies. Violations may result in appropriate disciplinary action and may be cause for suspension or dismissal. Additionally, an employee may be subject to civil or criminal charges and penalties and/or enforcement by the State Ethics Commission.

VII. ADMINISTRATION OF POLICY

Questions regarding the intent or applicability of the individual policies referenced in this code should be directed to the person responsible for each policy. The Executive Director of Human Resources is responsible for the implementation and administration of this policy in consultation with other College Officials and/or General Counsel as needed.

VIII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.