

PRINCIPLES OF CONDUCT FOR ALL EMPLOYEES
OF ALLEGANY COLLEGE OF MARYLAND

The Allegany College of Maryland Employee:

1. shall be competent and efficient in the performance of his/her duties;
2. shall not be wantonly careless or negligent in the performance of duty;
3. shall not engage in immoral or unethical conduct or action;
4. shall not be offensive or brutal in his/her treatment of students, fellow employees, or other persons;
5. shall not violate an official regulation or order of the Board of Trustees or fail to obey reasonable directions given by his/her supervisor or his/her supervisor's supervisor when such violations or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in loss or injury to the College or the public;
6. shall not take for personal use a fee, gift, or other valuable in the course of his/her work for Allegany College of Maryland in connection with it when such is given him/her by any person in the hope or expectation of receiving preferential treatment;
7. shall not report to work under the influence of an alcoholic or controlled dangerous substance, or imbibe after reporting to work or while on duty.
8. shall not, through negligence or willful conduct, cause damage to public property or waste of public supplies;
9. shall not be absent and/or tardy without good cause and/or be guilty of a high rate of absenteeism and/or tardiness which lowers the efficiency of the work area;
10. shall not use, threaten to use, or attempt to use unethical pressure on any member of the Board of Trustees or any employee of Allegany College of Maryland in securing promotion, transfer, leave of absence, increased pay, or other favors;
11. shall not engage in dishonest practices, such as stealing of College property, falsification of records, etc;
12. shall not commit any act which seriously impairs or restricts his/her ability to perform his/her job duties;
13. shall conduct himself/herself in a proper and becoming manner at all times while present on the College campus, whether on duty or off duty;

14. shall not indulge in unfair competition with colleagues for promotion, classification, salary, or other advantages of any sort;
15. shall avoid disparagement of colleagues, and owes it to the institution to be tactful both as to content and place in the utterance of criticism;
16. shall not engage in unfair or unethical practices with his/her supervisor or other administrative officials to enhance his/her own position or to injure that of a colleague;
17. shall avoid sensational publicity by unbecoming speech or conduct. 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 proper attention to his/her position at the College. The Employee shall make clear always that the institution is in no way responsible for his/her personal viewpoints except where he/she is specifically acting as its agent.