

SOUTHEAST TECH

Policies and Regulations

NEPN Code: GBEB/STI

Personnel

Code of Conduct

Southeast Technical Institute employees hold positions of public trust. They are responsible for the education of students and serve as examples and role models to students. All employees are responsible for the integrity and the consequences of his or her actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity involving Southeast Tech and its students. Employee conduct should be such as to protect the person's integrity and/or reputation and that of Southeast Tech. An unwavering commitment to honorable and ethical behavior by staff is expected.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all situations that might fall under the guidelines of this policy. In addition to other policies, regulations, and approved practices that have been established, the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Southeast Tech employees are expected to:

- Treat students, parents, fellow employees, and community members with dignity and respect. Conduct not meeting this expectation includes, but is not limited to:
 - Refusing to communicate or speak with another individual
 - Offensive verbal, visual or physical conduct
 - Threatening another individual
 - Invading another's privacy
 - Purposely invading an individual's personal space
 - Knowingly blaming other individuals for mistakes they did not make
 - Spreading gossip about an individual
 - Taking credit for another individual's work or ideas
 - Jokes that demean an individual or group of individuals
 - Any type of "bullying" behavior.

- Promote a safe, nurturing, and positive school and work environment. Conduct not meeting this expectation includes, but is not limited to:
 - Repeated verbal, non-verbal, written or electronic communication
 - Any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work environment or has the purpose or effect of substantially or unreasonably interfering with an employee's or student's performance.

- Maintain confidentiality concerning students, families and employees;

- Demonstrate knowledge of and act in accordance with Southeast Tech policies and procedures, as well as legal and contractual standards, responsibilities, and obligations;
- Demonstrate a commitment to learning and professional growth;
- Model and promote appropriate dress and language. Conduct not meeting this expectation includes, but is not limited to:
 - Name calling
 - Use of nicknames that may be offensive
 - Repeated negative comments about others orally or in writing.
- Commit to reporting gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation to their supervisor, the Southeast Tech Human Resources Specialist or the President;
- Abstain from threatening, harassing, punishing or retaliating behavior against students and/or other employees;
- Engage in conduct that follows generally recognized professional principles.

Unethical conduct includes, but is not limited to:

- Any conduct that seriously impairs the employee's ability to function professionally in his/her employment position;
- Conduct that is detrimental to the health, welfare, discipline or morals of students;
- Conduct which is offensive to the ordinary dignity, decency and morality of others;
- Failure to cooperate with Southeast Tech in inquiries and/or investigations or hearings; and
- Deliberately falsifying information.

Any violation of the Code of Conduct shall be considered just cause for discipline, up to and including termination of employment. Employees shall follow the grievance procedure in the applicable Working Agreement should they seek to challenge any discipline imposed.

Any employee who believes a staff member has engaged in conduct which violates the code of conduct shall immediately report the alleged misconduct to their immediate supervisor. If the concern/complaint involves the individual's immediate supervisor, the

complaint may be filed directly with the Human Resources Department. The complaint will be investigated.

Complaints found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants or those conspiring with complainants to disciplinary action.

Legal Reference:

- ARSD 24:08:01 Definitions
- ARSD 24:08:03 Code of Professional Ethics
- ARSD 24:11:03 Code of Professional Ethics

Related Policies/Regulations:

- AC/STI / AC-R/STI – Equal Opportunity/Nondiscrimination
- DJG – Vendor Relations
- DIA/DIA-R – Accounting System/Trust and Agency Funds
- GBAA/STI – Harassment
- GBEA/STI – Nepotism
- GBEAA/STI – Conflict of Interest
- GBEBC/STI – Staff Gifts and Solicitation
- GBEC/STI – Drug-Free Workplace
- GBI/STI – Staff Participation in Political Activities
- GCS/STI – Royalties – Professional Research and Publishing
- IJOB/STI – Community Resource People
- IJNDC/IJNDC-R – Acceptable Use of Computer Networks
- JRA/STI– Student Records
- KCD/STI – Public Gifts/Donations to Schools
- KE/STI – Public Concerns and Complaints
- KEA/STI – Public Concerns/Complaints about Policy
- KEB/STI /KEB-R/STI – Public Concerns/Complaints about Personnel

Policy		Board Action
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