

# AP 3060 Institutional Code of Conduct

Reference: ***Accreditation Standard III.A.1.c; Education Code 70902; and 34 Code of Federal Regulations, Section 668***

Date Issued: April 9, 2012

Revised: November 10, 2020

---

The District is committed to maintaining a positive, healthy and mutually respectful environment for Governing Board members, employees, students, visitors, members of the public and all other parties who conduct business or interact with the District. Creating a climate of civility, mutual respect, and trust is a responsibility shared by all.

Individuals covered by this procedure and related policy include Governing Board members, students, and employees, including faculty, staff, managers, supervisors, vendors, visitors, and members of the public. All individuals covered by this procedure and related policy are expected to adhere to all rules of conduct as established by state and federal law. Additionally, this code of conduct seeks to articulate commonly held values that are central to the culture of the District.

Governing Board members, employees, students, vendors, visitors, and members of the public are expected to comply with the provisions of this policy, and to demonstrate and advocate the following:

## **Acceptable Behaviors:**

*Accountability*—Comply with current rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.

*Accuracy*—Provide information that is accurate, complete, objective, relevant, timely, and understandable.

*Appropriate Use of Resources*—Achieve responsible use of and control over all assets and resources employed or entrusted.

*Civility*—Act in a courteous and respectful manner, refraining from inappropriate language and unprofessional behavior when interacting and communicating with others.

*Confidentiality*—Respect the confidentiality of information acquired in the course of one's work, except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work shall not be shared inappropriately or used for personal advantage.

*Individual Responsibility*—Act in good faith; act responsibly; and exercise due care, competence, and diligence, without misrepresenting material facts.

*Integrity*—Act with fairness, honesty and integrity, avoid actual or apparent conflicts of interest between personal and professional relationships, respect differences of opinion and make best efforts to resolve those differences in an ethical and professional manner.

*Knowledge*—Share knowledge and maintain skills important and relevant to the needs of those we serve.

*Professional Standards of Conduct*—Proactively promote professional standards of conduct as a responsible partner among peers, in the work environment, and in the community.

### **Unacceptable Behaviors**

DemEANing, intimidating, threatening, or physically or emotionally violent behaviors that affect the ability to learn or work in the District environment are not consonant with the standards of civility and respect as expected in the District and are unacceptable.

Retaliation for reporting violations of this policy, for seeking to have prohibited conduct corrected, or for participating in an investigation is prohibited.

Misrepresentation is prohibited. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

### **WORKPLACE BULLYING / HARASSMENT:**

The District promotes a healthy workplace culture where all employees and students are able to work in an environment free of bullying or harassing behavior.

Workplace bullying is defined as persistent, unwelcome, severe and/or pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee or student, whether verbal, physical or social, at the place of work and/or in the course of employment. Bullying may be intentional or unintentional. The following types of behavior are examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as target of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property
- The following examples may constitute or contribute to evidence of bullying in the workplace:
  - Holding someone to a different standard than the rest of an employee's work group.
  - Excessive monitoring or micro-managing.
  - Nitpicking, constant criticism of a personal or professional nature.
  - Repeatedly accusing someone of errors that cannot be documented.
  - Persistent singling out of one person.

- Manipulating the ability of someone to do their work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- Preventing individuals' progress by intentionally blocking promotion or training opportunities.
- Taking credit for another person's ideas.
- Personal insults and use of offensive nicknames.
- Constantly ignoring or interrupting someone.
- Reprimanding publically.
- Shouting or raising voice at an individual in public or in private.
- Spreading vicious rumors and gossip about someone.
- Unwelcome, sexual innuendos or obscene gestures.
- Refusing reasonable requests for leave.

### **Consequences of Violation**

Anyone who has violated this policy is subject to disciplinary or other action in accordance with established policies and procedures, including those set forth in BP 2715 Board Code of Ethics and Conduct, BP/AP 3430 Prohibition of Harassment, and BP/AP 5500 Standards of Student Conduct. Employees who violate these policies and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Nothing in this Institutional Code of Conduct shall be construed to restrict any constitutionally protected speech or activity.

### **Restraining Order**

Any District community member who has obtained a restraining order against another District community member is encouraged to provide a copy of the order to the Public Safety Department if enforcement on campus is contemplated in the court order.