Montgomery College

Employee Code of Conduct

Draft
Letter from Dr. Pollard
MONTGOMERY COLLEGE

OUR MISSION

We empower our students to change their lives, and

We enrich the life of our community.

We are accountable for our results.

OUR VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES

excellence | integrity | innovation | diversity | stewardship | sustainability

Adopted by the Montgomery College Board of Trustees, June 22, 2011
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About Our Code of Conduct

What is the Code of Conduct?

Our Code of Conduct outlines and explains expected behaviors, standards, and shared values which guide all employees in making ethical decisions. At Montgomery College we put great emphasis on our shared values. We are aware that our actions impact the public’s view of Montgomery College. By empowering employees to do the right thing and act with integrity, we will meet the expectations of our colleagues, our students and our community.

Our Code of Conduct provides:

- A summary of our shared institutional values and ethical standards.
- Clearly articulated expectations of both our employees and of Montgomery College.
- References to key Montgomery College policies and procedures. Note that every policy is NOT covered by this Code of Conduct.
- References to key laws and regulations applicable to Montgomery College. Note that every applicable law and regulation is NOT covered by this Code of Conduct.
- An ethical framework for decision making for all employees.
- Resources for additional guidance.

Why do we have a Code of Conduct?

The Employee Code of Conduct was created with the following objectives in mind; to

- Ensure that all employees understand their responsibility in adhering to the code of conduct.
- Provide guidance for employees when there is no established policy or procedure in place.
- Decide what is the “right” thing to do.
- Remind employees to treat each other with respect and professionalism.
- Reflect the nature of our institution including our mission, vision and values.
- Create a safe atmosphere for teaching, learning and working.
- Ensure the code of conduct is reasonable, ethical and attainable.
- Outline consequences for those employees that fail to adhere to the code of conduct.

Who is covered by our Code of Conduct?

Our Code of Conduct applies to all employees at Montgomery College including full-time faculty, staff, administrators, part-time faculty, temporary employees, contractors working on behalf of MC and student employees. The Student Code of Conduct applies to students only.
How did we get to Our Code of Conduct?

In recent years there has been increasing interest in developing an employee code of conduct to clarify expected behavior and assure alignment with institutional values.

Some initial interest in an employee code of conduct came from the Common Employee Experience Committee that was established in Spring 2013. The recommendations of that group were presented to college leadership however there was no evident movement forward on the recommendations. At the same time, the new governance structure was implemented and in 2014 a constituent concern was brought to the Employee Services Council (ESC) expressing a renewed interest in developing an employee code of conduct. The ESC created an ad-hoc committee charged with the development and implementation of an Employee Code of Conduct. The committee, comprised of a cross-section of employee groups, began meeting in late Fall 2014. After the committee began their work on the Employee Code of Conduct, the Ombuds make a recommendation (in both 2014 and again in 2015) stressing the importance of establishing an Employee Code of Conduct.

Ombuds Recommendation for Positive Change

Collaboratively develop, adopt, and implement both a Code of Ethics and Standards of Conduct for all Montgomery College employees.
Our Culture

Ethical Standards

Montgomery College is committed to the ethical pursuit of the College’s mission, vision and goals. Our ethical expectations set the standard for decision-making and actions. Making ethical decisions and taking ethical actions reflect not only on each of us as employees but upon the reputation of the College among our students and within the community. These ethical expectations will guide us in all that we do, especially when we are faced with difficult situations.

The College’s mission, vision and values adopted June 20, 2011 informed the development of our Employee Code of Conduct.

What are the Ethical Standards that Guide Us?

• **Respect** – We will consistently treat each other and college resources with the respect they deserve.

• **Honesty** – (including openness/integrity and transparency) We are open, honest and direct in our dealings. We value our commitments as responsible employees and we are personally accountable for the highest standards of moral and ethical behavior in all aspects of our work.

• **Civility and Collegiality** – We work together to create a culture of civility and inclusion built on trust, respect and dignity for all.

• **Fairness** – We are subject to the same set of policies, procedures, and standards. We will follow and execute the policies, procedures, and standards with sameness without discrimination or favoritism.

• **Accountability** – We fulfill our roles and responsibilities to the best of our abilities. We accept responsibility for our actions and we keep others informed.
What are Our Institutional Values?

- **Excellence** – We value the confident pursuit of the highest quality and that its value warrants our persistent commitment.

- **Integrity** – The hallmark of a person who demonstrates strong moral and ethical principles.

- **Innovation** – We infuse and energize the College, enhancing the lives of those we serve, through the creative ideas and unique talents of each employee.

- **Diversity** – We value the differences between people and acknowledge that these differences are a valued asset to our community.

- **Stewardship and Sustainability** – We sustain and reinvest in our mission and extended communities by wisely managing our human, natural and material resources.

Doing the Right Thing

“Doing the right thing daily, compounds over time.” ~John C. Maxwell

Common Responsibilities

If you are unsure of the right thing to do, ask yourself

- Is it legal?

- Does it adhere to MC policy?

- Is it in line with MC Values and the Code of Conduct?

- Does it feel like the right thing to do?

If you are still unsure, contact your supervisor, the Ombuds, HRSTM, the head of the related compliance area, the Compliance Office or the Ethics Helpline before taking action. For more information, refer to our Code of Conduct’s Guidance and Resources section.
Leaders have Additional Responsibilities to

Set clear expectations

Lead by example. Work ethically to set and demonstrate high standards for self and others

Support a civil and professional work environment

Promote a culture where employees feel comfortable asking questions and voicing concerns

Establish and maintain in their units a climate that encourages the development of personnel, the retention of competent personnel, and a high level of morale.

Supervisors, discuss expectations with your employees so they have adequate understand and resources to follow our Code of Conduct.

It is never right to retaliate or tolerate retaliation against any employee for raising concerns that they believe to be true.
In Spring 2013, the Common Employee Experience Committee was established and tasked with determining what every employee should experience as an employee at Montgomery College. These five expectations were used throughout the development of our Code of Conduct.

Montgomery College’s Five Expectations for a Common Employee Experience

1. **Start Smart**

Montgomery College will assist employees new to their positions in building a firm foundation for an engaged and fulfilling employment experience. We will:

- Cultivate a welcoming, innovative, and equitable atmosphere in a student-centered environment.
- Assist each employee in understanding how his or her role helps to achieve the mission of the College.
- Provide helpful, clear, and efficient pre-boarding, on-boarding, and orientation processes.
- Strive to ensure that salary setting processes are equitable for both new and current employees.
- Foster a culture of engagement and encourage networking opportunities.

2. **Provide a Positive, Healthy Workspace and Environment**

Montgomery College values a safe, secure, and productive employment experience. We will:

- Foster institutional integrity and civility.
- Model equity, respect, inclusion, innovation, and caring.
- Value and acknowledge the contributions of our employees.
- Solicit and consider employee input in an open atmosphere without fear of reprisal.
- Provide the resources necessary for employees to excel in their roles including appropriate technology and safe, clean, healthy, and adequate work spaces.

3. **Provide and Maintain a Foundation of Support**

Effective leadership and sufficient resources are essential to employee success. Montgomery College will ensure its management is effective, knowledgeable and accountable. We will:

- Nurture an empowering and enriching workplace for employees.
- Identify and adopt management best practices.
- Ensure that policies and procedures are accessible, understandable, and equitably applied.
- Provide respectful, regular, and constructive feedback including evaluations that link employee, department, and program contributions to the College’s mission.
- Promote professional development.
- Commit resources necessary to accomplish work, including adequate staffing and access to data.
- Strive for equity in compensation and role appropriate workload.
4. **Get Connected and Build Community**

Montgomery College will encourage employee engagement. We will:

- Value diversity and work to ensure equity, respect, and inclusiveness.
- Provide meaningful and diverse engagement and service opportunities for all employees.
- Commit necessary resources, including appropriate spaces for employees to collaborate, to build robust connectivity among students and employee constituencies within the College and the larger community.
- Encourage clear communication and commit to sharing information in a transparent manner.

5. **Encourage Growth, Success, Recognition, and Life Long Learning**

Montgomery College is committed to providing meaningful professional development, career path development opportunities and succession planning, such as:

- Access to on-the-clock job related training and professional development.
- Internships, externships, sabbaticals, and professional development leave.
- Cross training opportunities.
- Shadowing, coaching, and mentoring opportunities.
- Tuition support for continuing degree and certificate seekers.
- Training and development for career advancement or lateral opportunities.
- Ongoing orientation.
- Professional service opportunities.

Further, we will:

- Provide the necessary tools and resources, including career counseling and technology, to explore options and support employees in their personal, academic, career, and retirement goals.
- Support a culture of growth.
- Look for talent deep in the organization, recognizing informal as well as formal leaders.
- Foster an atmosphere of recognition and acknowledgement.
- Support programs designed to recognize and reward employee contributions.
- Provide employees with the opportunity to understand how their contributions impact student success.
Expectations

Foundation of Ethical Conduct

All employees regardless of their role, faculty, staff, administrators, supervisors and students are participating members of the educational community. The expectations in the following section provide the foundation for ethical conduct at Montgomery College.
What you can expect from the College

- Honesty, Integrity and Accountability
- Fair and Just Management
- Freedom from fear of retribution
- Provide employees with options for a good work-life balance
- Provide a safe and healthy work environment
- Abide by the College’s Policies and Procedures (P&P) and Bargaining Agreements.
- Enforcement of the P&P will be consistent and fair across the college.
- Treat all team members with courtesy, respect, patience, helpfulness, a general spirit of goodwill and with an all-inclusive attitude.
- Maintain required recordkeeping and documentation in a timely manner as required.
- Treat employee concerns seriously and address them with honesty.
- Provide safety, health and environmental training and guidance; equipment and personal protective devices as necessary.
- Support employees doing their duties, and following emergency and safety protocols.
What the College can expect from you

- Comply with departmental and college expectations, policies and procedures and comply with regulatory requirements.
- Conduct and perform job duties diligently and promptly.
- Address and work to resolve any work-related issues and disputes in a prompt professional manner using the assistance of conflict resolution avenues, if necessary.
- Be accountable for the appropriate use of time and resources and devote full effort to job responsibilities during work hours.
- Be open to others opinions.
- Be culturally aware and diversity sensitive.
- Treat others with impartiality and equity and avoid any conflict of interest in the performance of one’s duties.
- Be professional in the use of all forms of social media and electronic communication.
- Open communication and dialogue with the college community.
- Voice concerns about the health and safety of the workplace.
What we expect from each other

- An inclusive culture that acknowledges diversity and addresses differences in a respectful manner.
- Promote the values of collegiality and collaboration among faculty, staff and students equally.
- Interact with courtesy, respect, patience, helpfulness, a general spirit of goodwill, and with a service-oriented attitude.
- Respect intellectual property by giving credit where credit is due.
- Maintain an un-wavering accountability for the work we do and the actions we take.
- Create and contribute to a Learning Environment applicable to everyone and where all are treated with equality, respect and a lack of bias.
- Treat each other fairly and kindly as you would expect to be treated.
- Work as a team with consideration, respect and trust for each other.
- Act in good faith and do not make presumptions.
- Conduct yourself in an ethical, civil, professional, respectful, and collaborative manner at all times.
- Do not misrepresent yourself, the College or others.
What our students and community expect from all of us

- Provide a learning-centered environment based on equality, respect and lack of bias
- Accountable stewardship of resources and assets
- Excellence in Academic Instruction
- Serve as a value-added resource to our community
Academic Expectations

Montgomery College strives to offer excellent comprehensive educational programs designed to meet the diverse and changing educational, social, economic and cultural needs of our community, this is accomplished by:

- Requiring and facilitating high quality academic performance and rigorous intellectual discipline.
- Providing an excellent learning environment that meets the needs of a diverse student body through the mutual commitment of both faculty and administration focused on quality instruction and continued improvement in teaching methods.
- Providing student instructional and nonacademic services designed to assist students with setting and achieving their educational goals.
- Offering unique opportunities for students to increase their interest in and appreciation of different cultures. And encouraging the appreciation of individual differences which leads to the open communication of ideas.
- Serving as a resource center for the community and acknowledging the College’s responsibility to participate actively with public, private, civic, and governmental agencies.
- Maintaining an open admissions policy which shall provide educational opportunities for all eligible citizens who desire to enroll
- Continuing our commitment to an equal opportunity/affirmative action program by assuring equal opportunity to all in the admissions process, in student financial assistance, in other student services and procedures, in all academic and continuing education programs, and in employment
- Providing for professional growth opportunities for the College’s faculty, administrators, and staff.
- Maintaining continual reviews of College programs and services in order to provide high quality education in the most effective and economical manner.

Academic Freedom

Academic freedom establishes the right and obligation to:

- Present all information fairly, because the student has a right to know all the facts
- Declare your efforts to advance a particular point of view
- Complete access to the facts underlying an argument
- Provide a distinction of personal or institutional opinion
- Prevent the restriction of access or presentation of data or opinions
Policies and Procedures

51001 – Philosophy, Purposes and Program Commitments

51002 – Master Plan for Educational Programs and Services

53001 – Academic Regulations and Standards

58003 – Academic Freedom

Compliance

In alignment with our shared values of excellence, integrity and accountability, we are expected to maintain compliance with all applicable county, state and federal laws and regulations. We are also expected to maintain compliance with all college policies and procedures when performing our job duties. Compliance is everyone’s job and by doing our part, we are able to reduce the risk to the college in terms of both resources and reputation.

While we are all responsible for compliance in our individual work areas, the Office of Compliance is in place to promote ethical conduct and commitment to compliance with all applicable laws, regulations and policies and procedures. The Office of Compliance serves as an advisory resource to employees with compliance-related questions. If you are unsure about compliance requirements please contact the Office of Compliance. If you have a question about the expectations outlined in the Code of Conduct and how compliance requirements may impact those expectations, please consult the Resources section of this document.

https://cms.montgomerycollege.edu/compliance/

Resources and Asset Management

College employees are responsible for safeguarding all Montgomery College assets. This includes exercising reasonable care to ensure assets are not wasted or abused. Assets that are deemed surplus, obsolete, unusable, or scrap will be disposed of according to established College policy and procedure.

College Assets include (but are not limited to):

Facilities

Equipment, Instruments and Machinery
Vehicles

Technology/Software

Records (both paper and electronic)

Funds (cash and cash equivalents)

Time – Employees are responsible for accurately reporting their work hours and for devoting their entire working time, attention and energies to the business of the College.

**Scenario**

“*The College issued me a laptop two years ago, but my job responsibilities have changed and I'm not using it any more. Was I wrong to have let my daughter take it with her to college this fall? No one has asked for it back—in fact, they are now issuing tablets.*”

**Answer**

The Office of Asset Management under the direction of the Chief Information Officer will be responsible for maintaining an asset management system that will track all Information Technology tangible equipment purchases whether the item is deemed a capital asset or not.

Whenever it is determined that equipment has become surplus, obsolete, unusable or scrap, the Director of Financial Operations may recommend disposal by trade-in, sale by formal bid procedures, direct sale, spot bid, donation to tax exempt institutions, or public auction or enter into a contractual agreement with another governmental unit for disposal where the cost for storage and disposal exceeds the estimated sale amount.

**Best Option**

Get the computer back from your daughter and turn it in so you do not get fired.
Procurement Code of Ethics

The Director of Procurement shall conduct all transactions in an open, competitive manner, and shall establish necessary controls and internal procedures consistent with acceptable standard practice to promote an efficient procurement function in compliance with the provisions of applicable federal, state and local laws and Board policies. The following Code of Ethics shall govern procurement transactions:

1. To give first consideration to the objectives and policies of Montgomery Community College.

2. To strive to obtain the maximum ultimate value of each dollar of expenditure.

3. To cooperate with trade and industrial associations, and governmental and private agencies engaged in the promotion and development of sound business methods.

4. To demand honesty in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.

5. To decline personal gifts or gratuities from any present or would-be supplier.

6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; and to foster and promote fair, ethical and legal trade practices.

7. To use for competitive purchasing purposes, only with consent, original ideas and designs devised by one vendor.

8. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

9. To avoid outside interests that would create a conflict of interest.

[based upon the Code of Ethics adopted by the National Association of Educational Buyers of which the College is a member]

Policies and Procedures

63001 – Procurement

61008 – Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections

68003 – Gifts Acceptable to Montgomery College

31003 – Conflict of Interest

65001 – Reimbursement for Travel and Related Expenditures
Conflict of Interest

A conflict of interest exists when you have divided loyalties; when you have a direct or indirect personal interest in a transaction or matter such that it might reasonably appear to affect the judgment you exercise on behalf of the College.

Our Conflict of Interest policy covers many situations, including these examples:
- Restrictions on the Employment of Relatives
- Private Tutoring
- Gifts
- Use of College Resources
- Political Activity

Restrictions on the Employment of Relatives

An individual may not be assigned or promoted to, transferred into, evaluated by, or in any way accept employment in a department in which any form of supervisory authority and/or responsibility affecting that department is administered by a relative of the individual.

A College employee may not initiate or participate in College decisions involving a direct benefit to relatives such as initial employment, retention, evaluation, promotion, salary decision and leave of absence.

Private Tutoring

No employee of the College shall tutor privately, for compensation, any student who is enrolled in the College.

No private tutoring of non-Montgomery College students by employees for compensation shall take place on College property.

Gifts

No employee may solicit or accept directly or indirectly any gift that would tend to impair the impartiality and independent judgment of the employee or any gift that has significant value and that would give the appearance of impairing the impartiality and independent judgment of the employee or if the employee believes or has reason to believe that the gift is designed to impair the impartiality and independent judgment of the employee.
Use of College Resources

Use of College resources including, but not limited to, paper, personnel time, photocopy machines, other word-processing equipment, mail facilities, messenger services, or other College-funded services to support and/or further the personal activities of any person or the activities of any private organization is considered a misuse of public funds and is not permitted.

Policies and Procedures

31003 – Conflict of Interest

Maryland Ethics Commission Standards of Conduct

Scenario

“I have noticed that whenever my supervisor is absent, my coworker always leaves early, arrives late, or takes a long lunch hour. As a result, I have to cover my coworker’s work. I reported to my supervisor but nothing has changed. It is not right. What should I do?”

Answer

This is theft of time. There is a provision in Conflict of Interest procedure 31003, Section 12-D: Misuse of Public Funds.

Options

Report to Supervisor
Red Flag Reporting
Ombuds
Faculty Staff Assistance Program
CPOD
Political Activity

“As members of the Maryland community, each individual employee and student enjoys freedom of speech and has a right to express himself or herself with regard to candidates and issues.”

“When exercising our expression, individuals have a responsibility not to imply that Montgomery College supports or opposes any candidate or any issue. In addition, public resources (employee time, computers, printed material, and rooms, among others) cannot be used by an individual to advance a candidate or issue with the College’s explicit or implied support. College-sponsored events should generally be structured so that all candidates or representatives on all sides of an issue have an opportunity to be heard. Please note that our student organizations are not bound by the same obligations and can organize information events according to their interests.”

*Dr. Pollard Memorandum February 22, 2016

Policies and Procedures

11002 – Board of Trustees -- Political Activity; Policy and Procedure
31003 – Conflict of Interest
31004 – Political Activity
31101 – Employee Privileges
31104 – Political Activity -- President; Designated College Officials
58003 – Academic Freedom
75004 – Freedom of Expression

Maryland Ethics Commission Standards of Conduct
Favoritism

Favoritism is the practice of giving unfair advantage or special treatment to a person or group. When an employee has influence over the employment or employment activities of a family member, friend or student, it can lead to the perception of favoritism. Favoritism includes, but is not limited to:

Consenting Relationships
Employees shall not maintain, engage in or undertake an amorous relationship or permit one to develop with a student who is enrolled in their class or a supervisee who is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship.

Nepotism
Nepotism is the practice of showing favoritism to relatives or close friends of other employees over other applicants applying for positions.

Policies and Procedures
31106 – Consensual Relationships

Scenario
“A recent College-wide memo announced that an internal employee was appointed to a new position which was never advertised. I suspect the appointee never went through a competitive selection process. I also learned that the appointee is a good friend of the appointer. It is not fair to other qualified people who were not given the opportunity to apply for the position. Is the appointment legal? Is the process compliant to the recruitment policy? What should I do? To whom should I inquire?”

Options
Human Resources – make an inquiry, how was the person appointed? This may not be a recruitment irregularity.
Could apply to various areas within the P&P depending on the situation. (Example: Employee type)
Governance
Ombuds
Faculty Staff Assistance Program
CPOD
Retaliation Prohibited

What is Retaliation?

Retaliation is unfair or inappropriate treatment against an employee for reporting misconduct, filing a complaint, assisting another in making a complaint, participating in an internal investigation or making an ethics-related inquiry.

Any employee who engages in retaliation will be subject to disciplinary action up to and including termination. If you suspect retaliation in response to reporting a concern or participating in an investigation, please make a report through the Ethics Helpline or contact XXXXXX.

By asking a question, raising a concern in good faith or participating in a workplace investigation, you are following our Code of Conduct and doing the right thing. No individual who in good faith reports a violation or suspected violation shall thereby suffer harassment, retaliation or adverse employment and/or academic or educational consequence. Knowingly making a false report, or reporting with malice or reckless disregard for the truth is prohibited.

An individual who retaliates against someone who has made a report in good faith is subject to disciplinary action in accordance with College policy and/or the student code of conduct, up to and including dismissal from the College.
**Scenario**

“Recently my coworker was interviewed as part of an internal discrimination investigation. My coworker was later approached by their supervisor and verbally threatened by saying “watch out what you say because there could be consequences...”. Later my coworker received a poor performance evaluation with no salary increase. As a result, I am afraid to participate in the internal complaint process and I am very reluctant to report any wrongdoing.”

**Answer**

Individuals who believe they have suffered retaliation as a result of making a protected disclosure may report suspected violations to the Associate Senior Vice President of Human Resources and Strategic Talent Management.

Poor performance review is possible retaliation.

**Options**

- Go to Your Supervisor’s Supervisor
- Human Resources (HRSTM)
- Workplace Violence – Bullying in P&P if the Supervisor has a Pattern of Bullying
- Employee Relations, Diversity and Inclusion (ERDI)
- Ombuds
- Facilitated conversation with Supervisor
- Faculty Staff Assistance Program
- CPOD to access training if supervisor or supervisor’s supervisor are willing to change and work to change the culture
- CPOD for training for the employee

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**Prevention of Work Place Violence**

(31011)

Montgomery College is committed to providing a workplace that is safe, secure and free of harassment, threats, intimidation and violence for all employees.

Individuals who violate this policy may be removed from College property and are subject to disciplinary action up to and including dismissal, consistent with College policies, procedures and collective bargaining agreements, and/or referral to law enforcement authorities.
Responsibilities

All members of the College community have the responsibility to report threatening or violent behavior, whether that behavior is exhibited by faculty, staff, students, or visitors.

If there is an immediate threat of violence which may be life threatening, call 911 first, then call the Office of Safety and Security.

Workplace Bullying

Workplace bullying, as evidenced by a pattern of: incivility, discourteous verbal and non-verbal behaviors, name calling, yelling, ignoring or excluding, perpetuating falsehoods or insulting another’s habits, attitudes or private life, which is sufficiently severe, offensive, or intimidating to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for one or more employees, students, or visitors.

Scenario

“I am being bullied. My coworkers treat me as invisible when we cross paths at the hallway or ride in the same elevator. I was assigned to inferior responsibilities even though I am a professional staff. I am placed at a location away from the rest of my team. I am never asked to join a team social gathering. My supervisor just let it happen. I hate to come to work. This isn’t right!”

Answer

All members of the College community have the responsibility to report threatening or violent behavior, whether that behavior is exhibited by faculty, staff, students, or visitors.

Options

Report to Your Supervisor
Report to Your Supervisor’s Supervisor
Workplace Violence Committee/Process
Formal Complaint
Employee Relations, Diversity and Inclusion (ERDI)
Ombuds
Peer to Peer Facilitated Discussion
Faculty Staff Assistance Program
CPOD
Health, Safety and Security

Safe Working Conditions

A safe and secure environment which will support and enhance the educational programs and services of the College will be provided at all times.

All employees of the College play a role in making our campuses and offices safe, secure and healthy workplaces. The College administers its activities to achieve and maintain protection for property and those for whom it has responsibility, thus assuring efficient utilization of resources, minimum risk, and fulfillment of College responsibilities.

The Office of Facilities is responsible for providing for the safety and security of the College community and all College-owned facilities. Employees are expected to support MC’s efforts by

- Complying with applicable environmental, safety and health laws, regulations and College policies and procedures.
- Participating in drills and safety training.
- Following Emergency Procedures, instructions provided in notifications, or provided verbally by a Security staff member in case of an emergency.
- Reporting immediately any unlawful activities, injuries or illnesses to Security offices.

Drugs and Alcohol

Employees are expected to report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances and the use or abuse of alcohol by anyone on College property, in College vehicles or as part of a College sponsored activity is prohibited. Being under the influence of illegal drugs or alcohol prevents us from doing our jobs safely and to the best of our ability.

Violence and Weapons

The presence of any firearms, explosives and other weapons on College property poses a serious threat to the safety of students and employees. For this reason, the use, possession, or storage of any weapons is prohibited on College property and at College sponsored events, except for law enforcement personnel acting in the course of their official duties and others specifically authorized.

Policies and Procedures

31005: Drug and Alcohol Abuse Prevention

77001 College Safety and Security
77002: Prohibition of Weapons on Campus

**Websites**

Safety and Security

http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=31104

Environmental Safety

https://cms.montgomerycollege.edu/EDU/Department3.aspx?id=28290

Environmental Safety Regulations

https://cms.montgomerycollege.edu/EDU/Department3.aspx?id=43829

Emergency Operations Plan

http://cms.montgomerycollege.edu/edu/plain2.aspx?id=4087

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**Scenario**

“I am a night shift employee. My supervisor told me to attend a mandatory, safety training class offered off-campus by a private training provider. The class is during the day, and I have to travel there. My supervisor says the college does not pay mileage. Is this correct? Will I be paid for the time spent in the class? – Local Travel (Procurement) and OSHA rule requires employers pay for time spent in safety training, if employer determines this training is required for the job.”

**Options**

Fair Labor Standards Policy
Local Travel Policy for Mileage in Scenario
Human Resources (HRSTM)
Union – AFSME
Compensation must be paid
OSHA Regulations
Records Management

A **record** is recorded information, regardless of medium or characteristics, which is evidence of what the College does. Records capture the academic and business activities and transactions. Examples are contracts, business correspondence, personnel files, student records, and financial statements.

Records come in many formats:

- Physical paper in our files, such as contracts or reports
- Electronic messages, such as e-mail messages and attachments
- Content of the website, servers, desktops, and mobile devices
- Information captured in the college’s various databases, such as Banner

Everyone is responsible for managing records and information. Each office, department, administrator, staff, and faculty person has an important role to play in protecting the College by creating, using, retrieving and disposing of records in accordance with the established policy, procedures, and retention schedule.

**Records Retention Schedule**

The Records Retention Schedule designates the appropriate length of time to maintain business records as determined by the administrative, fiscal, and legal needs of the College. The major objectives of the Schedule are to:

- Ensure the proper retention of records for their legal, administrative, fiscal, and historical value.
- Provide for a systematic disposal of all records as soon as they have fulfilled their usefulness.
- List the categories of College records with the name of the originating office, record series title, description of record content, and retention period.

**Policies and Procedures**

68004 – Records Management

**Websites**

Records Management –

http://cms.montgomerycollege.edu/EDU/Department.aspx?id=58022

Office of Management and Budget –

https://cms.montgomerycollege.edu/EDU/Department.aspx?id=53856
**Scenario**

“My first language is not English. During meetings, I am always being cut off in the middle of my sentences. My inputs are ignored and I am constantly belittled and not valued. I am depressed and I hate coming to work. What should I do?”

**Options**

Speak Directly to Your Supervisor
Supervisor’s Supervisor if the Person is the Supervisor
Employee Relations, Diversity and Inclusion (ERDI)
Ombuds
Facilitated Conversation
Faculty Staff Assistance Program
CPOD

**Intellectual Property**

Employees are encouraged to create and participate in the development, presentation and delivery of new intellectual works, including:
- Works of art, performance, literature, and technology
- Technology-based instruction processes
- Creation of software products related to instruction

Open and full collaboration among employees is also encouraged as it leads to a mutually satisfying environment and produces higher quality outcomes and teamwork. Employees involved in this collaborative process must respect the intellectual property rights of the creator(s). College policy provides:
- The definitions of individual and institutional ownership
- Use rights
- Distribution of revenues and other benefits that accrue from the commercialization of intellectual property.

**Policies and Procedures**

68001 – Intellectual Property

68101 – Use of Copyrighted Materials

AAUP Distance Learning Side Letter
Confidential Information

Each employee has the responsibility to safeguard and properly use confidential information, restricting access to such records when access is restricted or denied by law.

Confidential information includes but is not limited to:
- the personnel record of any past or present employee
- any record containing personally identifying information
- student information which has not been identified as directory information
- records or material that have been otherwise identified as confidential, subject to trademark or a copyright protection or for which there is a contractual limitation on disclosure

Limitations on Use of Computer Software

Employees may use licensed software only in accordance with the terms and conditions of the license agreement.

Employees will immediately notify their immediate supervisor of any misuse of software or related documentation within the College.

Policies and Procedures

31103 – Confidentiality: Employee Use, Release and Disclosure of Information

37001 – Personnel Files

Social Media

Social media is defined as: works of user-created video, audio, text or multimedia that are published and shared in a social media environment, such as a blog, wiki or video hosting site. Popular examples of social media used by the College community include Facebook, Twitter, Flickr, LinkedIn, and YouTube.

Posting inappropriate content, even if authorized, could subject the College to embarrassment or worse. It is important that “official” use of social media by College employees adhere to appropriate guidelines intended to minimize such risks. Questions regarding the use of social media or these guidelines should be referred to the Office of Communications.
Policies and Procedures

66004 – Electronic Information Technology

Social Media Website

http://cms.montgomerycollege.edu/EDU/DepartmentForm.aspx?ekfrm=86609

Reporting Violations

All employees are expected to report violations of the Employee Code of Conduct. Reporting violations is an important aspect of upholding the ethical standards on which the Code of Conduct is based. Prompt reporting of misconduct allows the College to act quickly to address potential issues.

If you are not certain that misconduct has occurred, please report the concern without delay. The appropriate unit will look into the matter and determine whether misconduct did in fact occur. For more information your options for reporting, please check the Guidance and Resources section.

Policies and Procedures

31001 – Sexual Misconduct*
31002 – Hate/Violence Activity*
31003 – Conflict of Interest*
31006 – EEO and Non-Discrimination*
31011 – Prevention of Workplace Violence*
61008 – Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections
66001 – Acceptable Use of Information Technology*
68005 – Research Misconduct
75005 – Protection of Minors*
**Resources and Guidance**

**Decision Making Framework**

1. **Is it legal?**
   - Yes: Proceed.
   - No: Move to next step.

2. **Does it adhere to MC Policy?**
   - Yes: Proceed.
   - No: Move to next step.

3. **Is it line with MC values and the Code of Conduct?**
   - Yes: Proceed.
   - No: **STOP! Don’t do it**.

4. **Does it feel like the right thing to do?**
   - Yes: **OK!**
   - No: Move to next step.

**Contact:**
- Your Supervisor
- The Ombuds
- Office of Compliance
- Union
- Ethics Helpline
If you have a concern about a potential violation, these are the college resources available:

**Internal Offices**

- Department Chair, Dean
- Human Resources and Strategic Talent Management (HRSTM)
- Compliance Office (Main point of contact)
- Ombuds
- Governance
- Administration & VPP Offices (list each)
- Employee Relations, Diversity and Inclusion (ERDI)
- Union Representatives
- Grievance Procedures
- CPOD for Training
- Faculty Staff Assistance Programs and Benefits (FSAP)
- Board of Trustees (BOT) Office
- Environmental Safety
- Rockville, Germantown, Takoma Park/Silver Spring Facilities Helpdesk
- Rockville, Germantown, Takoma Park/Silver Spring Security
- General Counsel

**Contact Information**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Phone</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair, Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources and Strategic Talent Management (HRSTM)</td>
<td>240-567-5353</td>
<td><a href="http://cms.montgomerycollege.edu/hrstm/">http://cms.montgomerycollege.edu/hrstm/</a></td>
</tr>
<tr>
<td>Compliance Office (Main point of contact)</td>
<td>240-567-7396</td>
<td><a href="http://cms.montgomerycollege.edu/compliance/">http://cms.montgomerycollege.edu/compliance/</a></td>
</tr>
<tr>
<td>Administrative and Fiscal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>240-567-4344</td>
<td><a href="http://cms.montgomerycollege.edu">http://cms.montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Department</td>
<td>Phone No.</td>
<td>URL</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>Advancement and Community Engagement</td>
<td>240-567-7900</td>
<td>/SVP_StudentSvcs/ <a href="http://cms.montgomerycollege.edu/advancement/">http://cms.montgomerycollege.edu/advancement/</a></td>
</tr>
<tr>
<td>Rockville Campus Provost</td>
<td>240-567-5010</td>
<td><a href="http://cms.montgomerycollege.edu/vpprv/">http://cms.montgomerycollege.edu/vpprv/</a></td>
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</table>

Union Representatives

Grievance Procedures

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone No.</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Professional and Organizational Development (CPOD) for Training</td>
<td>240-567-4274</td>
<td><a href="http://cms.montgomerycollege.edu/cpod/">http://cms.montgomerycollege.edu/cpod/</a></td>
</tr>
<tr>
<td>Faculty Staff Assistance Programs and Benefits (FSAP)</td>
<td>1-844-236-2668</td>
<td><a href="https://www.guidanceresources.com/">https://www.guidanceresources.com/</a></td>
</tr>
<tr>
<td>Board of Trustees (BOT) Office</td>
<td>240-567-5272</td>
<td><a href="http://cms.montgomerycollege.edu/EDU/Department.aspx?id=23020">http://cms.montgomerycollege.edu/EDU/Department.aspx?id=23020</a></td>
</tr>
<tr>
<td>Facilities Helpdesk</td>
<td></td>
<td><a href="http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=30795">http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=30795</a></td>
</tr>
<tr>
<td>Germantown Campus</td>
<td>240-567-7807</td>
<td></td>
</tr>
<tr>
<td>Rockville Campus</td>
<td>240-567-5073</td>
<td></td>
</tr>
<tr>
<td>Takoma Park/Silver Spring Campus</td>
<td>240-567-1563</td>
<td></td>
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<tr>
<td>Germantown Campus</td>
<td>240-567-7777</td>
<td></td>
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<tr>
<td>Rockville Campus</td>
<td>240-567-5111</td>
<td></td>
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<tr>
<td>Takoma Park/Silver Spring Campus</td>
<td>240-567-1600</td>
<td></td>
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<tr>
<td>General Counsel</td>
<td>240-567-5270</td>
<td></td>
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**Ethics Helpline**

You can also use the Ethics Helpline ______________ or the Ethics email address ______________. Your comments are confidential.
File a Complaint

Process for filing violation of the Employee Code of Conduct will appear here.

External Offices

If you want to contact outside agencies and support regarding ethics, here are the following organizations:

- State Ethics Boards and Agencies
- Whistleblower Program / Offices
- State Equal Employment Opportunity (EEO) offices
- Department of Labor, Licensing & Regulation (DLLR)
- Maryland Occupational and Safety Administration (MOSHA)
- Labor Board
- County Health Department
- Montgomery County Disease Control
- Maryland Department of the Environment

Code of Conduct Accessibility

The Code of Conduct can be accessed in the following formats:

- Online
- Trainings
- Print Version
- Links on web pages

Emphasis on collegial + cohesion + collaborative

Policies and Procedures

35002 (Faculty/Staff Assistance Program)

35003 (Leave Program)

35004 (Wellness Activities Program)

51000 (College Mission, Vision and Core Values)

61008 (Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections)

34002 (Disciplinary)
Acknowledgements

Employee Code of Conduct Ad-Hoc Committee Members

Julie Foster, Staff, Co-Chair
Ellen Terry, Faculty, Co-Chair
Anne Benolken, Faculty
Bo Chan, Staff
Amy Crowley, Staff
Tammy Flowers, Administrator
Tami Isaacs, Faculty
Stan Jones, Staff/Union Representative
Paty Lopez, Staff
Beth Mole, Staff
Christopher Moy, Administrator
Sharmila Pradhan, Staff
Carl Shorter, Staff/Union Representative
Alan Stover, Part-time Faculty
Page Whittenburg, Faculty
Felicia Watkins, Staff

Virginia Commonwealth University (VCU)

Lockheed Martin
Employee Sign Off Page

Acknowledging that the employee has read and understood the Employee Code of Conduct.