


ADMINISTRATIVE PROCEDURE MANUAL				
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Purpose

The purpose of this procedure is to describe the expected standards of conduct that are required for an individual to work at the College. The standards are intended to express the District Board of Trustees' commitment to conducting the daily business of the College with the highest caliber of professionalism, personal ethics, and integrity and to express the expectation that all employees will be in compliance with the standards.


Procedure

A. To work for the College, an individual is expected to:

1. Employ the highest standards of one's profession or discipline in the performance of job duties.
2. Put forth one's best efforts to serve the citizens of Florida and our students who come to the College from all across Florida, the nation and the world.
3. Treat all with dignity, respect and common courtesy.
4. Obey all federal and state laws and regulations.
5. Behave according to the ethical standards as defined in College policies.
6. Report behavior that is suspected to be unlawful.
7. Perform the work assigned and ask for the supervisor's help if unsure of the correct way to carry out one's duties and responsibilities.

B. All employees:

1. Shall not lie, cheat or steal nor support or assist those who do.
2. Shall report to work sober and maintain sobriety while on the job. Sobriety refers to refraining from the use of alcohol, drugs or other substances which may impair one's judgment or safety or the safety of others.
3. Shall conduct the duties of the assigned position with professionalism, make every effort to meet or exceed the performance expectations of the position and adhere to the requirements of the assigned work schedule.
4. Shall not harass nor discriminate against any student, employee or member of the public during the course of one's daily employment as described in Board Rule 6Hx7-2.1, Equal Access/Equal Opportunity: Non-Discrimination, Harassment or Retaliation.

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5. Shall strive to ensure that the interests of the College and its students, employees and members of the public who are engaging in College business are protected from harmful conditions and any acts, which may be antithetical to their interests.

 6. Shall conduct business dealings in an ethical manner and with integrity and shall not engage in self-dealing or fraud. Therefore, an employee may not accept a gratuity, gift or favor that is intended to provide a special business or personal advantage to the giver. An employee shall not use institutional privileges for personal gain or for the gain of others, which may be to the advantage of the employee nor support or assist those who do.

 7. Shall protect the confidentiality of private information about others or their personal or professional circumstances obtained in the normal course of business and shall report suspected breaches of confidentiality by others.
- C. An individual who does not meet and comply with this procedure will be subject to discipline up to and including termination.

REFERENCES: F.S. Chapter 112, 1001.64, 1001.65

Adopted Date: January 13, 2015

Reviewed Date: October 17, 2016