

Employee Code of Conduct

Independence Community College employees (Faculty, Athletic Staff; Classified Staff and Administrators) are expected to conduct themselves ethically, honestly, and with integrity in all dealings. Employees must be fair and principled in their official interactions both within and outside the Independence Community College community. Employees must act with due recognition of their position of trust and loyalty with respect to the College and its students, peers, donors and community members.

The Employee Code of Conduct provides guiding principles in terms of the general standard of conduct the College expects from employees. It is used to communicate that every employee is expected to contribute to the development of a respectful environment by behaving in acceptable ways and by discouraging negative and/or offensive behavior of others. The Employee Code of Conduct ensures fairness and consistency in all matters relating to employee conduct.

No code can address every situation an employee may encounter. As a result, employees are expected to be guided by the letter and the spirit of the Employee Code of Conduct, and to exercise good judgment. In circumstances where they are unsure as to the proper course of action, they must seek guidance from their immediate supervisor. Failure to comply with the guiding principles of the Employee Code of Conduct may result in disciplinary action up to and including termination.

1. Employees are required to protect ICC's legal standing and must comply with all U.S. Department of Education, Kansas Board of Regents, environmental, safety, financial reporting, fair dealing and employment laws.
2. Employees are required to be ethical and responsible when dealing with College students, records, finances, property, partnerships and community image.
3. Employees are to act with transparency and impartiality to make sound, unbiased decisions in order to avoid any perception of conflict of interest. This would include ensuring that they do not benefit personally or professionally from any decision made within the context of their job or allow outside interests to conflict with the employee's position at the College, use the assets of the college for personal gain or supervise a family member in their direct chain of command.
4. Employees are expected to be familiar with the College policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.
5. Employees are expected to promote and support a respectful, inclusive and safe work environment where everyone is treated with dignity and respect. Acts of assault, bullying, threatening behavior, discrimination, harassment, intimidation and other non-inclusive behavior will not be tolerated.

6. Employees are expected to act in a professional manner that includes meeting obligations, being truthful, being cooperative with College administration, maintaining integrity in their work and civility in their conduct and communications.
7. Employees are expected to present themselves in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they performed and the public image of the College they represent.
8. Employees are expected to fulfill their job duties in a timely matter. Insubordination or refusing to complete a job assignment will not be tolerated.
9. Employees should follow their assigned schedule and employees are expected to be punctual when reporting to work.
10. Employees are expected to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their assigned job duties.
11. Employees are expected to demonstrate a positive, friendly and collaborative demeanor. Displaying negative behavior or disruptive actions will not be allowed.

Definitions:

Assault - is an act that threatens physical harm to a person, whether or not actual harm is done.

Bullying - Is the repeated unfavorable treatment of a person by another or others which may be considered unreasonable and inappropriate. It includes behavior that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten. It may include physical or psychological behavior where strength (including strength of personality) and/or a position of power is misused by a person in a position of authority or by a person who perceives that they are in a position of power or authority.

Bullying may be Overt or Covert.

Bullying does not include legitimate, constructive and fair criticism of an employee's or student's performance/behavior or the legitimate exercise of academic expression in teaching and research, freedom of thought and inquiry.

Discrimination - Is one or a series of action(s) or any improper or inappropriate behavior for which there is no bona fide and reasonable justification; and has the effect or purpose of imposing burdens, obligations or disadvantages on persons or groups of persons based on the Prohibited Grounds, and/or that result in the unfavorable, adverse or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the academic status of a student, or the provision of any college service.

Harassment - Anyone or series of vexatious comments and/or conduct towards a person or group of people that is known or ought reasonably to be known to be unwelcome, unwanted, offensive, intimidating, hostile or inappropriate. The comments or conduct may or may not be based upon one of the Prohibited Grounds and may have the effect or purpose of unreasonably interfering with a person's work or academic, athletic or artistic performance or of creating an intimidating or hostile environment for work or study. Single acts of sufficient severity may also constitute harassment.

Quid Pro Quo - (as defined in the ICC Sexual Harassment Policy) is defined as an employee of the recipient, conditions (implicitly or explicitly) the provision of an aid, benefit, or service of the recipient, on an individual's participation in unwelcome sexual conduct.

Sexual Assault - (as defined in the ICC Sexual Harassment Policy) is any sexual act directed against another person without the consent of the other person. Sexual assault is characterized by a broad range of behaviors that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to or is incapable of consenting to.

Sexual Harassment - (as defined in the ICC Sexual Harassment Policy) is unwelcome conduct, determined by a reasonable person, to be so severe, pervasive, and, objectively offensive, that it effectively denies a person equal access to ICC's education program or activity.

Stalking - (as defined in the ICC Sexual Harassment Policy) is defined as engaging in a course of conduct, on the basis of sex, directed at a person that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer substantial emotional distress.

Workplace Sexual Harassment - (as defined in the Occupational Health and Safety Act) is engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Effective: 03/1/2021