



L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy # HR011

---

Title: Employee Code of Conduct

---

Authority: FTCC Finance  
& Administration

Original Adoption: 11/5/2007  
Effective Date: 11/5/2007  
Last Revision: Initial

---

**PURPOSE:**

To provide a framework for College employees to identify and resolve issues concerning the ethical and acceptable conduct of individuals at the College. The Employee Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the College by ensuring that College employees:

- Maintain appropriate standards of conduct,
- Develop those skills necessary for the efficient performance of their duties,
- Maintain fairness in decision making,
- Maintain and enhance the reputation of the College,
- Adhere to appropriate ethical standards.

The personal and professional behavior of College employees should conform to the standards that reasonably could be expected of persons in similar positions. This includes:

- a commitment by employees to professional standards in teaching, administration and community involvement;
- a commitment to the ethics principles for public officials, as defined in Louisiana Revised Statutes;
- the promotion of the rights of employees and students within the College;
- conduct which is professional and which has regard to the College's interests and policies;
- a commitment that the College will be regarded as the focal point of the professional life of employees;
- a commitment that academic employees will be available to ensure that the academic needs of students are met;
- the promotion of an environment that supports the pursuit of knowledge and truth.

The Code operates in conjunction with law and does not exclude or replace the rights and obligations of any individual under state or federal law.

### **STATUTORY REFERENCE:**

R.S. 42:1115 establishes restrictions on the acceptance of gifts by employees from individuals seeking to conduct business with the College. Louisiana Community and Technical College system (LCTCS) policy 6.025 establishes a code of conduct for all employees of institutions governed by the LCTCS.

### **SCOPE AND APPLICATION:**

This Code of Conduct (“the Code”) applies to all faculty and staff employees of the College whether full time or part time, permanent or temporary.;

In addition, individuals who are granted access to College facilities or who are engaged in providing services to the College, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.

### **GENERAL POLICY/PROCEDURES:**

#### **Respect for Individuals**

All College employees are expected to treat others fairly, honestly and responsively, and with proper regard for their rights and obligations.

College employees must:

- promote a high standard of respect for all students, employees and the general community;
- treat other employees and students with respect, courtesy and fairness;
- be responsive and prompt in dealing with other employees, students and the general community;
- when supervising employees, create a fair and just working environment;
- observe procedural fairness when engaged in decision-making;
- not engage in discriminatory conduct on grounds such as gender, sex, race, disability, cultural background, religion, age or political conviction;
- not engage in behaviors which may reasonably be perceived as harassment, bullying or intimidation;
- have respect for cultural differences; and
- respect the privacy of others in the collection, use and access of personal information while performing College duties or activities.

#### **Conflicts of Interest**

Employees must avoid situations in which their private interests, whether monetary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to the College. Employees must recognize, declare and manage potential or perceived conflicts of interest.

College employees must disclose to the Human Resources representative any financial interest they may have in any organization from which the College proposes to obtain services or equipment or enter into any contract which would result in a financial transaction.

Any matter that could directly or indirectly compromise the performance of duties, or conflict with the College's interests, must be immediately disclosed and steps taken to resolve the conflict situation. Where an employee is unsure about the potential for a conflict, they should discuss the situation with their supervisor or Human Resources representative, as appropriate. Where there is a clear case of conflict, the employee must withdraw from the situation giving rise to the conflict.

Situations that may generate a conflict of interest can arise out of:

- personal relationships with students,
- personal relationships with other employees,
- personal relationships with persons with whom the College is conducting business or persons desiring to conduct business with the College,
- personal financial interests in matters which involve the College,
- use of confidential information obtained in the course of College duties.

### **Personal Relationships**

Employees must disclose to the College, any situation which may require them to supervise, teach and/or assess a student with whom they currently or previously have had a personal, commercial, familial or other significant relationship. Where a relationship has created or has the potential to create a conflict, the employee must immediately terminate any supervisory or assessment role and make alternative arrangements for the supervision/assessment of the student's work.

Employees must also disclose to the College any personal relationships with a current or prospective employee which may give rise to an actual or perceived conflict of interest. Examples of a conflict of interest may include:

- influencing the selection, appointment or promotion of employees
- impinging on employment related decisions where one employee is in a supervisory relationship to another.

Employees who become involved in a situation where a personal relationship is a source of actual or perceived conflict of interest must withdraw from the situation giving rise to the conflict.

### **Privacy/Confidentiality**

College employees must respect the privacy of others and ensure that personal information is accessed and used only for College purposes and not disclosed except where authorized by legislation. Employees who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium. Any actual or suspected misuse of private information must be reported to a supervisor or other appropriate person.

### **Public Comment**

Employees who have been contacted for public comment on any College issue must notify the Public Relations Coordinator before offering a statement or agreeing to an interview.

### **Solicitations**

College employees must not solicit or accept any thing of economic value for personal use from anyone who is seeking to obtain or has a contract or other financial relationship with the College.

### **Outside Employment**

Employees are permitted to engage in outside employment in accordance with LCTCS policy #6.018 titled "Outside Employment". Employees must ensure that applicable approvals are sought and obtained within the timeframe required by the policy. Outside work must not be undertaken which may cause a conflict of interest with College duties.

### **Standards of Performance**

No employee's conduct shall impede or interfere with other employees from carrying out their duties. All College employees will:

- carry out official decisions and policies faithfully and impartially;
- seek high standards in teaching, community service, administration and governance;
- create a safe work environment;
- adhere to professional codes of conduct, where applicable;
- report fraudulent or corrupt conduct appropriately;
- take reasonable steps to protect confidential information;
- give due credit to the contributions of other employees and students;
- assess all students' work fairly and objectively;
- maintain their professional skills and keep up to date in their area of expertise;
- ensure they are informed of and adhere to College policies and procedures.