

# ETHICS AND STANDARDS OF CONDUCT FOR EMPLOYEES

---

## **I. Purpose**

As a Community College and public entity, Lansing Community College's (the "College") successful operation and reputation is built upon the ethical conduct of our employees. The goal of this policy is to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees, while ensuring that employees act in a manner that merits the continued trust and confidence of the public. To that end, it is necessary to prescribe certain behaviors relative to the type of educational climate and workplace conducive to excellence.

## **II. Scope**

This policy applies to all College employees.

## **III. General**

### **A. Ideal Behaviors (Positive Role Model)**

1. Being dependable and accountable.
2. Demonstrating respect toward others, through courtesy, patience and acceptance of differences.
3. Applying good judgment in your work.
4. Maintaining a high standard of truthfulness and honesty.
5. Exhibiting a strong and positive work ethic.
6. Establishing high standards of service and quality.
7. Supporting the College's commitment to community service.
8. Creating an environment that promotes personal/professional learning.
9. Encouraging creativity, innovation, and intelligent risk taking.
10. Supporting a trusting environment.
11. Looking for opportunities to serve each other.
12. Encouraging and contributing suggestions for improvement.

## B. Prohibited Conduct and Behaviors

Generally employees recognize that conduct that is inconsistent with common values of society and decency is inappropriate in the work environment. While Lansing Community College recognizes that the statements listed above as required behaviors, together with common values of society and decency, are sufficient notice for the majority of employees, others may appreciate further guidance. To provide employees some detail of those actions which violate LCC's policies and common values of society and decency, the College has created a list of examples, and that list is available on the LCC.edu website along with this policy. Listing every conceivable example of unacceptable conduct is not possible. Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. The supplement to the Standards of Conduct policy can be found here: <https://www.lcc.edu/about/documents/labor-relations-bargaining-agreements/revise-supplement-to-standards-of-conduct-policy-9-8-16.pdf>

## IV. Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of procedures governing ethics and standards of conduct for employees is delegated to the Executive Director of Human Resources or his/her designee.

Adopted: March 18, 2002 (*original: Standard of Conduct in our Workplace*)

Revised: 12/15/2014 (*renamed: Standards of Conduct*), 5/21/2018 (*renamed: Ethics and Standards of Conduct for Employees*)