

Policy: Employee Conduct	Number: 615.02
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Code of Conduct for Employees

Ingram State Technical College personnel are subject to disciplinary action by the College, including official oral or written reprimand, probation, suspension with or without pay, and/or dismissal, for misconduct occurring on any property owned or controlled by the College or off campus at any function which is authorized, sponsored, or conducted by the College. An employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude, regardless of whether or not the offense occurred at the College or at a College event, if the nature of the offense is such that it brings or has a tendency to bring disrepute to the College, or if the nature of the offense is such that it results in the imprisonment of the employee, or if the nature of the offense is such that it can be reasonably construed to relate to the ability or the likelihood of the respective employee to properly carry out his/her official duties. For example, if a college financial aid officer is convicted of a securities fraud charge (even if the charge had nothing to do with the College's business), it could be reasonably be interpreted that the nature of the offense is such that it has a bearing on the employee's ability and/or likelihood to properly carry out his/her duties as a college financial aid officer. Conduct which shall be defined as misconduct for which disciplinary action may be taken shall include, but not be limited to, the commission of or the attempt to commit any of the following offenses:

1. Any form of dishonesty including cheating, plagiarism, fraud, misrepresentation, or furnishing false information to the College or any educational or governmental institution or agency.
2. Forgery, alteration, or misuse of any College document, record, or identification.
3. Intoxication, or the display, possession, or use of any alcoholic beverage or any unprescribed controlled substance or illicit drug on any area of the College campus or at any College function.
4. Use, possession, or distribution of firearms, ammunition, any other weapon, or fireworks, or any incendiary or explosive device or material on any area of the College campus or at a College function.
5. Disorderly or disruptive conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid College property. This offense also includes physical or verbal damage or abuse to a student, visitor, or College employee.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression, including oral, written or symbolic expressions which would be offensive to a reasonably sensitive person.

7. Participation in any form of gambling.
8. Unauthorized entry to or use of a College facility or College equipment.
9. Insubordination toward a supervisory College official.
10. Misfeasance, malfeasance, or failure to perform assigned duties and responsibilities.
11. Inappropriate fraternization up to and including sexual contact/interactions—verbal, written, or physical—of any nature with an inmate student or student aide.
12. Violation of any state or federal law, any local or county ordinance, on any policy, rule or regulation of the ACCS Board of Trustees, ISTC, or the Alabama Department of Corrections.