

POLICIES AND PROCEDURES MANUAL

TITLE	Standards of Conduct
LEGAL AUTHORITY	Alabama Education Code and Other Statutory Provisions Regulating Higher Education
DATE APPROVED	December 3, 1996

Employees of Lawson State Community College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.

Employees shall not accept or solicit any gift, favor, service, or benefit related to employment at the college. Likewise, employees may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official college position. This does not include logo items with a value of less than \$10.

Employees shall not conduct private business using college equipment, systems, supplies or facilities; and shall not transport or use college equipment, systems, supplies or facilities for personal purposes. Employees may not conduct private business with the college. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college.

College employees whose position allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or by voting on any recommendation related thereto.

Employees shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items and that result in financial benefit to the employee.