


PROCEDURE MANUAL

		Procedure HR_103	
		Page 1 of 2	
		Last Revision Date: 11/24/2014	
		Effective Date:	
Section		Subject	Title Code of Conduct

Delta Community College adheres to the LCTCS policy on Code of Conduct (policy # 6.025):

PURPOSE

1. Guidelines

Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended, prescribe a code of ethics for all state officials and employees. All staff members of the LCTCS must comply with the requirements of the above-referenced code that may be found as Appendix A of this system policy.

In addition to the code of ethics for all state officials and employees, all staff members of the LCTCS shall conduct themselves in a manner that is in the best interest of the LCTCS as follows:

- LCTCS employees shall adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college and system policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.
- Employees shall not conduct private business using system/college staff, equipment, systems, information processing resources (to include, but not limited to, hardware, software, communications networks, physical facilities, personal computers and printers, e-mail and voice mail), supplies or facilities; nor transport or use system/college equipment, systems, supplies or facilities for personal purposes.
- Employees may not conduct private business with the college or system.
- Employees may not earn additional compensation for work and/or projects for the college or system, which require the same skills or consist of the same responsibilities inherent in their position with the college or system, unless a separate contract or grant covers this work.
- 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 or system.

- Employees of the LCTCS with positions that allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such process by not participating in any discussion or voting on any recommendation related thereto.
- Employees of the LCTCS 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 that result in financial benefit to the employee.
- Employees of the LCTCS are required to maintain a courteous, professional, objective attitude and appearance in the conduct of his/her job responsibility. No employee's conduct shall impede or disrupt other employees from carrying out their duties.
- Any LCTCS employee convicted of a felonious act shall immediately inform the college chancellor and/or system office president. College chancellors shall immediately inform the system president of such notification.

Violation of this code of conduct may result in disciplinary action, up to and including termination of employment.

Contacting the Ethics Administration Program

For further information, please write to the **Ethics Administration Program** at 8401 United Plaza Blvd., Suite 200, Baton Rouge, LA 70809-7017 or call (225) 922-1400 or 1-800-842-6630 or fax requests to (225) 922-1414.

For the full State of Louisiana Ethics law, please click on the following link:

<http://www.ethics.state.la.us/Pub/Laws/Title42Ch15.pdf>

2. Procedure for reporting

- Supervisors and managers have a responsibility to address a possible breach of the Code of Conduct by any employee as soon as they become aware of it. Each case should be determined on the facts and circumstances when deciding on the appropriate action to take, including reporting of serious matters to the Cabinet member in their respective areas and to the Chancellor.
- Other employees must also report possible breaches by colleagues to their supervisor or manager. If the possible breach is by their supervisor or manager, then it should be reported to the next in line of management.