Each employee of the College is expected to perform the duties of his/her position in a competent and professional manner. The failure of any employee to comply with one or more of the provisions of this policy which apply to him/her shall constitute grounds for termination of employment.

1. Employees may not accept or solicit any gift, favor, or service that might reasonably tend to influence them in the discharge of their official duties.

2. Employees may not use their official positions to secure special privileges or exemptions except as may be otherwise provided by law.

3. Employees may not accept other employment or engage in any business or professional activity which they might reasonably expect would require or induce them to disclose confidential information acquired by reason of employment with the College.

4. Employees may not disclose confidential information gained by reason of official position, nor may they otherwise use such information for personal gain or benefit.

5. Employees may not transact any business in their official capacity with any business entity of which they are an officer, agent, or member, or in which they own an interest.

6. Employees may not use College facilities, equipment, supplies, materials or tools for personal affairs or conducting a trade or enterprise for personal gain.

7. Employees may not accept other employment which might impair their effectiveness in the performance of their duties. (See Policy 3-11, Secondary Employment.)

8. Employees may not require the purchase by students of instructional materials, without departmental approval, either from college employees or from which college employees may receive direct financial benefit. Division approval is required in the instance of one-person departments.